PIP System

Academic Staff User Guide

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Introduction to PIP

In This Section

- What is **PIP**?

The **PIP (“**Programme Information Process”) system is the University of Glasgow’s bespoke programme and course information management system covering approval and publication of programme and course information.

Approval Procedures

At the University of Glasgow, the introduction of new programmes and courses (as well as changes and withdrawals) is subject to an approval process. The **PIP** system and the approval procedures are document-based, designed around programme and course specification documents. The academic member of staff completes a specification template in MS Word. This is uploaded to the system along with all supporting documentation as a “***proposal***” requiring approval. The proposal is automatically passed by the system to School, College and institutional level as appropriate. Once both academic approval of the documents and administrative data entry in MyCampus are complete, the course or programme can go live for student enrolment and publication.

For more information on approval procedures, see the Senate Office Web site:
http://www.gla.ac.uk/services/senateoffice/qea/progdesignapproval/

User Guide

This user guide is designed for those **submitting proposals for new or amended programmes and courses to the approval process via PIP**.

Starting PIP

In This Section

- The steps required to access and log into the PIP system.
- The initial set up required the first time you use the system.

Log into the PIP system through the *Business Systems* page (*Business Systems* is available through the *Staff [MyGlasgow*] page on the intranet). Log in using your GUID.

Once logged in, you will be presented with the PIP Welcome screen:

PIP
TEST
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
Proposal Report
- Admin
Update My Live Courses/Progs
Browse All Live Courses/Progs
Catalogue Preview
home
help
exit
Welcome to PIP
PIP allows staff to propose and approve new and changed programmes and courses and view information about live programmes and courses.
Getting Started
To start using PIP, please make your selection from the menu on the left hand side.
For more information see our Getting Started with PIP guide.
News
18/09/2009 - PIP News
The PIP data has been rolled over for the new session. The default session within PIP is now 2009 and 2010 records can now be updated.
18/09/2009 - PIP News
The new 2009 template versions are now available. Select Download Templates from the menu to download them.
18/09/2009 - New Release
A new version of PIP has been released. See the PIP web site for release notes.
Help
Use the help buttons within the system to access the Help pages.
For further help see our FAQs and User Guides.
If you are experiencing any problems using the system, please email the helpdesk.

The first time you access PIP, you will be prompted to accept a security certificate. You should check the box to 'Always trust content from this publisher'.

Download Templates & Existing Specifications

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In This Section

- Downloading blank templates.
- Downloading specifications for existing programmes and courses.
- Upgrading a template document to a new template version.

……

Every programme and course is described in a specification document which conforms to a standard template. Those intending to submitting new programmes and courses must first download the blank templates from the system. The following templates are required and are available for download from the PIP system:

- Course – Course Specification(s) & Course Support Document
- Programme – Programme Specification(s) & Programme Support Document

In order to change existing programmes and courses, the existing template must be downloaded and amended. You should save these documents to your computer to work on before uploading them into the system again.

Download a Blank Word Template

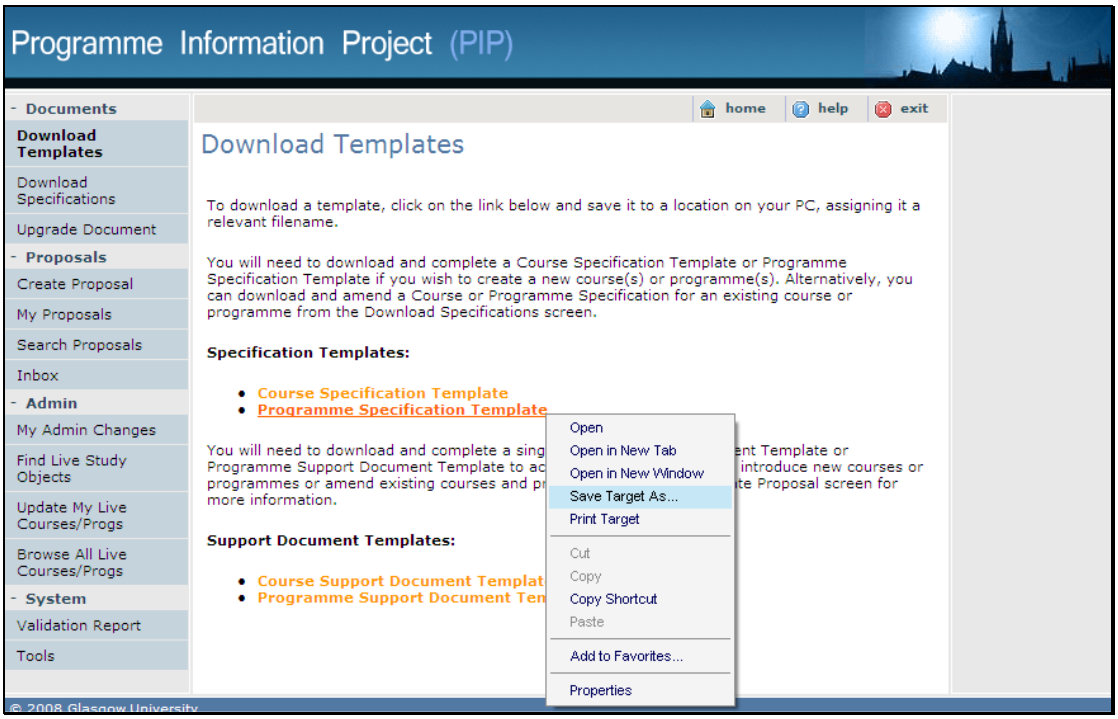
To download a blank template…

From the PIP Welcome Screen, click on the ***Download Templates*** menu item on the left hand side of the screen. This displays the Download Templates screen where links to the Specification Document templates and Support Document templates are presented.

Click on the name of the template you wish to download. You will be asked whether to open or save the document – choose Open.

A new ***MS Word*** window will open containing the selected blank template. You can complete information here and then save or save the blank document and add information at a later date. To save the document click on the ***File*** menu in the *MS Word* window, select ***Save As…*** choose the folder you want to save the document to and click on the ***Save*** **button**.

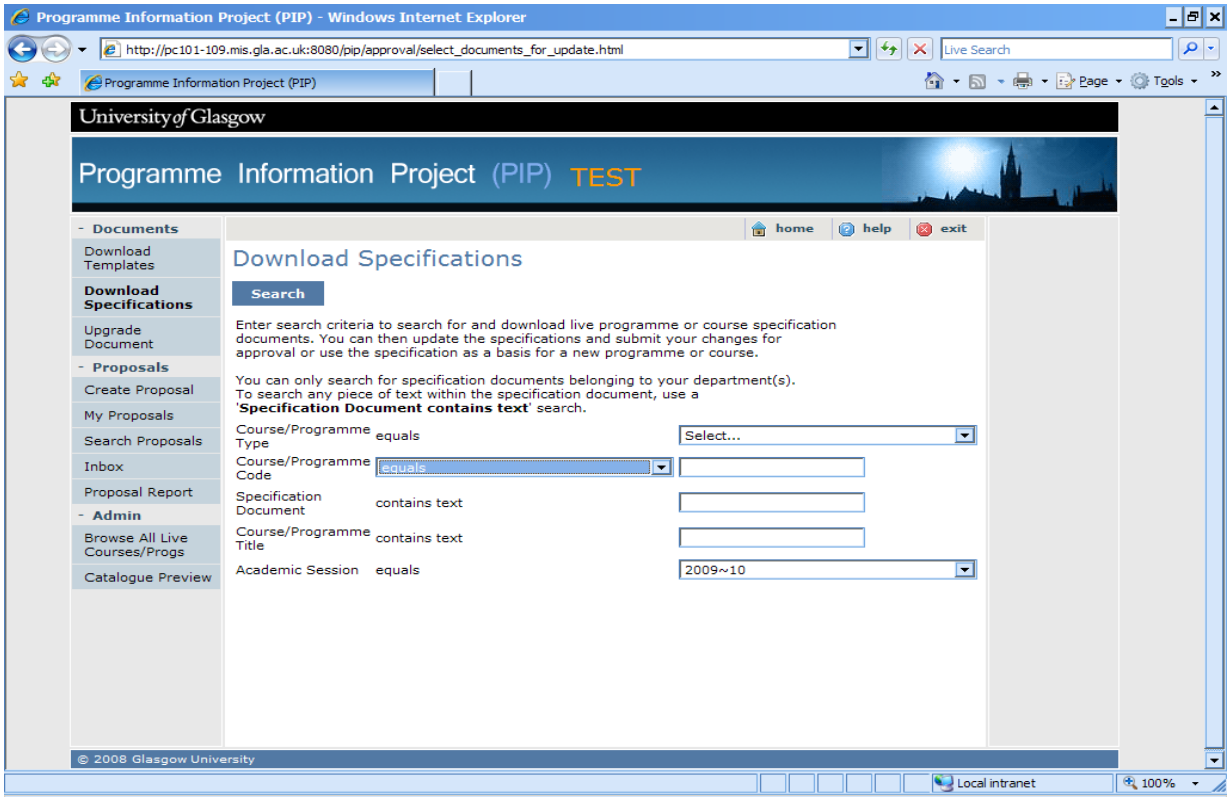
Or, as pictured below, you can save the blank template without opening the document… point your mouse at the template you want to download and **right click** on your mouse. Select ***Save Target As…*** from the menu and then from the *Save As* window choose where you want to save the document and then click on ***Save*** **button.**



Download an Existing Specification

In order for you to *amend* an existing course or programme specification, you must first download the
most recent version of the document from the PIP system. You can use the PIP search facility to find the existing specification.

From the PIP Welcome screen click on the ***Download Specifications*** menu option on the left hand side of the screen. You are taken to the *Download Specifications* search screen (as shown).

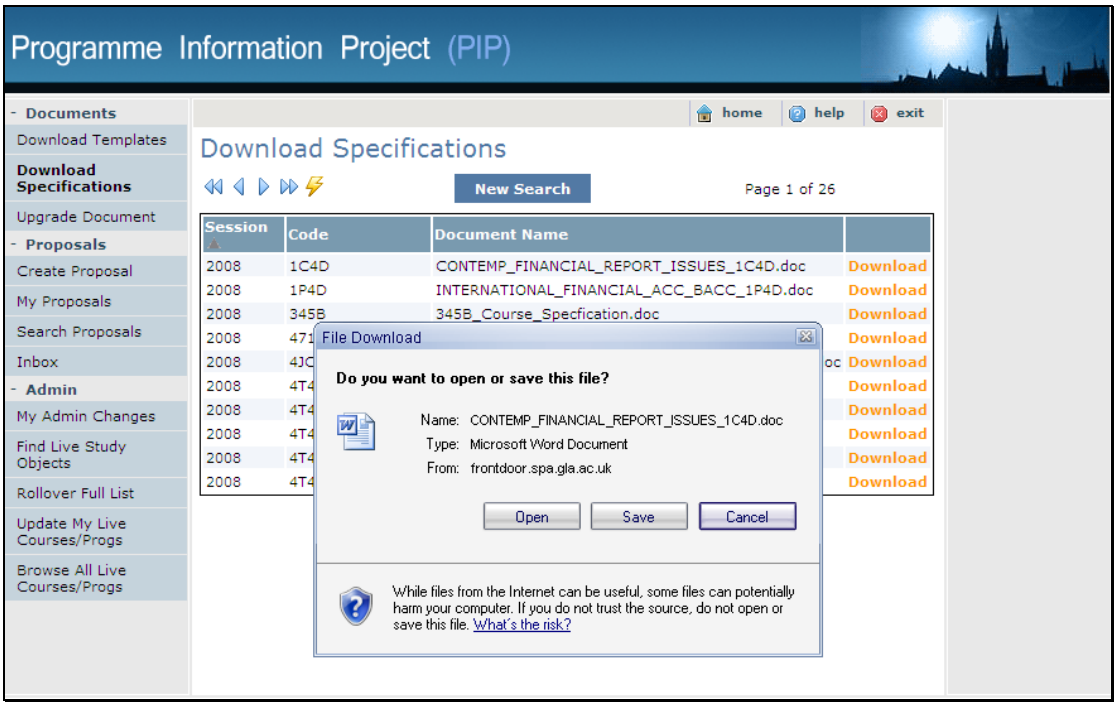

Programme Information Project (PIP) - Windows Internet Explorer
http://pc101-109.mis.gla.ac.uk:8080/pip/approval/select_documents_for_update.html
Programme Information Project (PIP)
University of Glasgow
Programme Information Project (PIP) TEST
home
help
exit
Documents
Download Templates
Download Specifications
Upgrade Document
Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
Proposal Report
Admin
Browse All Live Courses/Progs
Catalogue Preview
Download Specifications
Search
Enter search criteria to search for and download live programme or course specification documents. You can then update the specifications and submit your changes for approval or use the specification as a basis for a new programme or course.
You can only search for specification documents belonging to your department(s).
To search any piece of text within the specification document, use a 'Specification Document contains text' search.
Course/Programme Type equals Select...
Course/Programme Code equals
Specification Document contains text
Course/Programme Title contains text
Academic Session equals 2009~10
© 2008 Glasgow University
Local intranet
100%

You have the following search options and you must specify at least one:

- ***Course/Programme Type*** drop down list – to choose which type of specification you wish to download (Course or Programme)
- ***Course/Programme Code*** – if you know the code of the course or programme you are looking for, you can enter it here.
- ***Specification Document*** – you can enter search text in this box, the system will then search inside the document for information. This could be the name of a course co-ordinator for example.
- ***Course/Programme Title*** – search by keywords from the title of the course or programme you are looking for
- ***Academic Session*** – you can enter the academic session this specification applies to, e.g. 2008~09 (this will always be in *YYYY-YY* format).

Once you have entered your search criteria click on the ***Search* button**. This will bring back a list of courses or programmes for your School.

To download the specification you require click on the ***Download*** option adjacent to the name of the specification you need. A *File Download* window opens asking you if you want to *Open* the document or *Save* it to your computer (as shown below). You should select Open and then save to your desired location.



You can now make any required changes to the specification(s) and then upload them into PIP system through *Create Proposal* Menu option then *Amend Course*. See the appropriate guides for further information.

Upgrade Documents

The Specification documents require template changes from time to time to incorporate new fields or amendments. When this happens, new versions of the templates are released which means that specification documents you have saved to your PC previously become obsolete. To upgrade a specification you have saved from an old version to the current version of the template, PIP has included an *Upgrade* option.

The Upgrade option takes a specification document (either Course or Programme) and converts it automatically into the latest version of the specification template. The information is copied from old version to new version and any field or data changes are performed here too. You will not lose any information from the old specification unless fields have been removed as part of the new specification template.

To upgrade a document…

Select the ***Upgrade Document*** menu option on the left hand menu. This will display the Upgrade Document screen.

Click on the ***Upload*** **button** to select the specification file you need to upgrade.

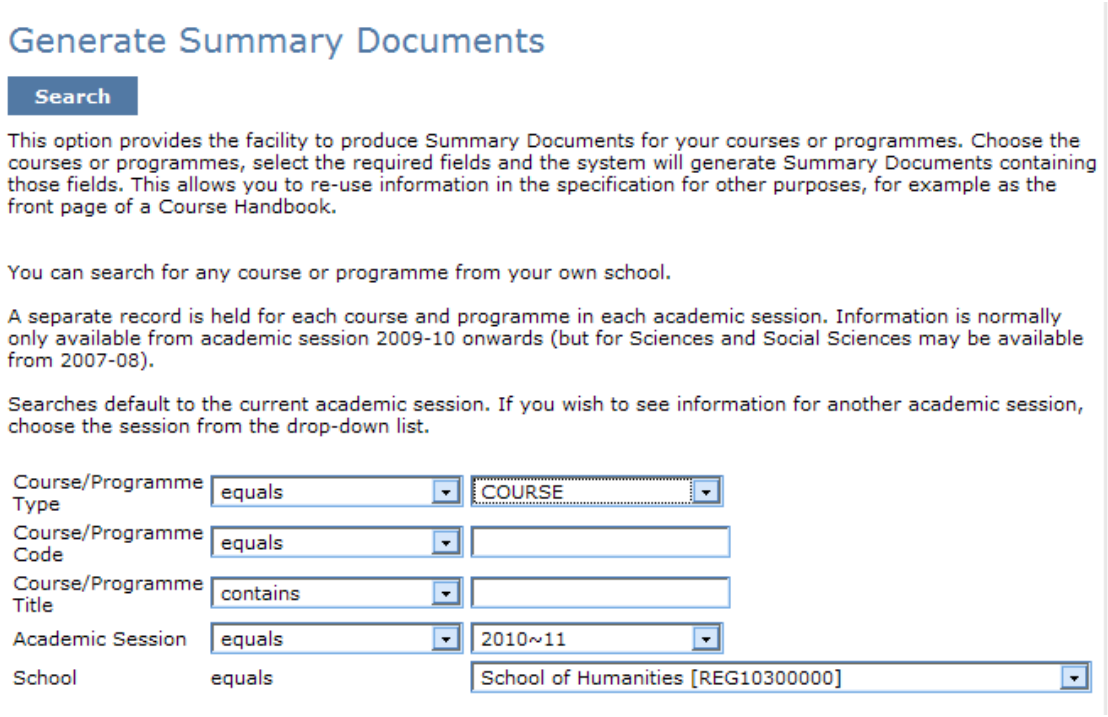
Summary Documents

In This Section

- Creating a summary document from the contents of a specification document.

This option provides the facility to produce your own summary documents for your courses or programmes from the information in the specification templates. You can choose the courses or programmes you require, select the fields you require and the system will generate summary documents containing those fields. You can then download and use the summary document as you wish. This allows you to re-use information in the specification templates for other purposes, for example as the front page of a Course Handbook.

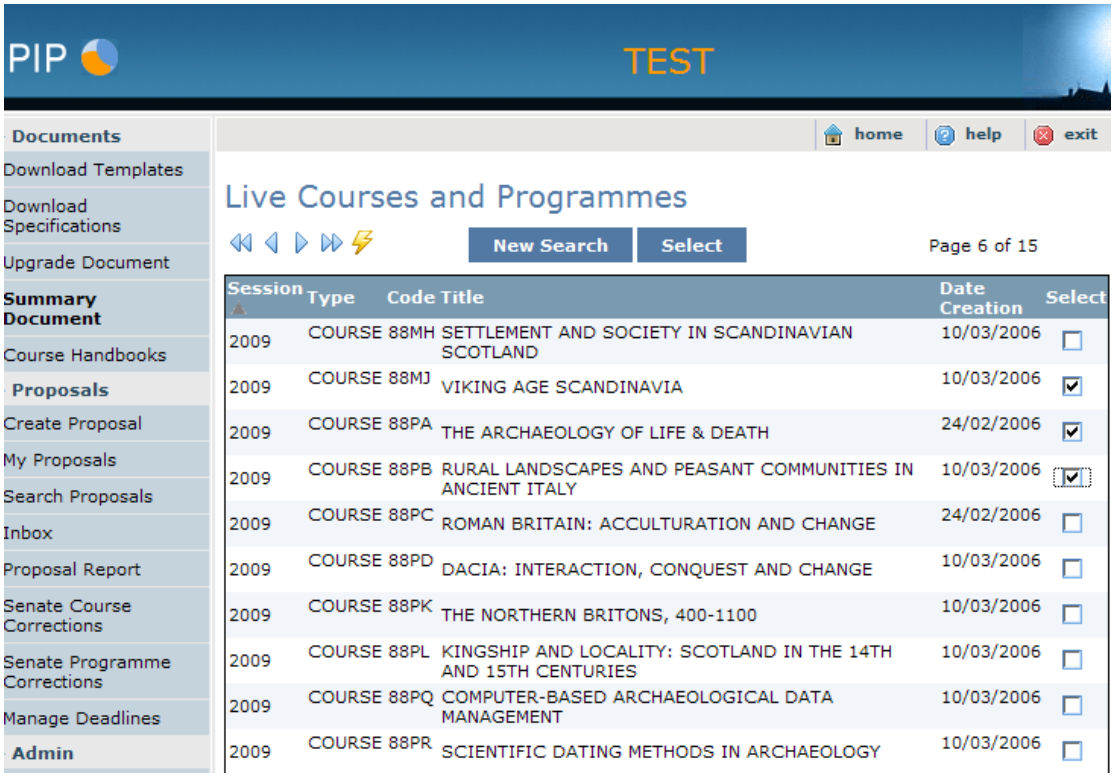
From the PIP Welcome Screen, click on the ***Summary Documents*** menu item on the left hand side of the screen. This displays the ***Summary Documents*** screen where you can search for the courses for which you wish to generate summary documents.


Generate Summary Documents
Search
This option provides the facility to produce Summary Documents for your courses or programmes. Choose the courses or programmes, select the required fields and the system will generate Summary Documents containing those fields. This allows you to re-use information in the specification for other purposes, for example as the front page of a Course Handbook.
You can search for any course or programme from your own school.
A separate record is held for each course and programme in each academic session. Information is normally only available from academic session 2009-10 onwards (but for Sciences and Social Sciences may be available from 2007-08).
Searches default to the current academic session. If you wish to see information for another academic session, choose the session from the drop-down list.
Course/Programme Type
equals
COURSE
Course/Programme Code
equals
Course/Programme Title
contains
Academic Session
equals
2010~11
School
equals
School of Humanities [REG10300000]

You have the following search options and you must specify at least one:

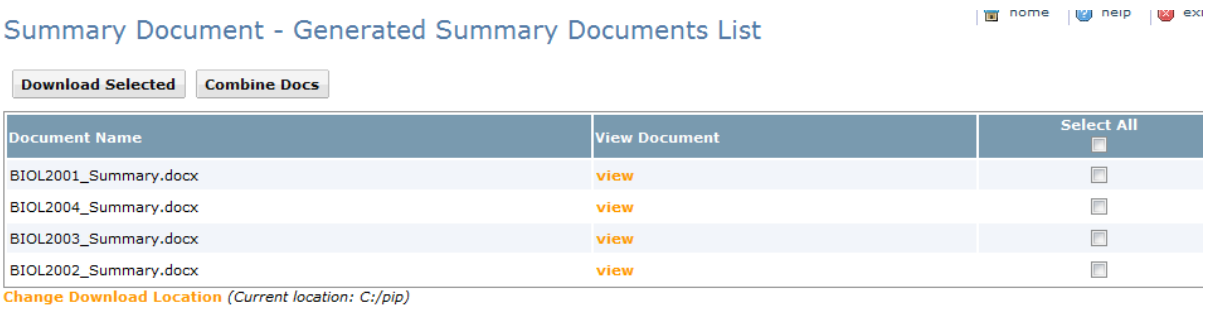
- ***Course/Programme Type*** drop down list – to choose which type of specification you wish to download (Course or Programme)
- ***Course/Programme Code*** – if you know the code of the course or programme you are looking for, you can enter it here.
- ***Course/Programme Title*** – search by keywords from the title of the course or programme you are looking for
- ***Academic Session*** – you can enter the academic session this specification applies to, e.g. 2008~09 (this will always be in *YYYY-YY* format).
- ***School*** drop down list – you can select only Schools for which you are a registered PIP user.

Once the search results appear, you can select as many courses or programmes as you wish by clicking on the checkboxes to the right of the results. Then click the **'Select'** button to proceed.



Next, you will be asked to select the fields you would like to appear in your summary document. You can choose from a list of the field in the specification templates, as below.

When you have clicked on your required fields, click on the '**Generate Documents'** button. The system will now produce a document for each selected course/programme and then display a list of the generated document, as below.



Either view a document by clicking on the 'view' link or select all the document you wish to download and click on the '**Download Selected'** button. This will download the documents to the download location – the default location is specified on-screen (under the document list) and can be changed by clicking on the '**Change Download Location'** link.

You can combine the documents into a single document using the '**Combine Docs'** button.

You can now use the generated documents in any way you wish, for example as the basis for Course Handbooks.

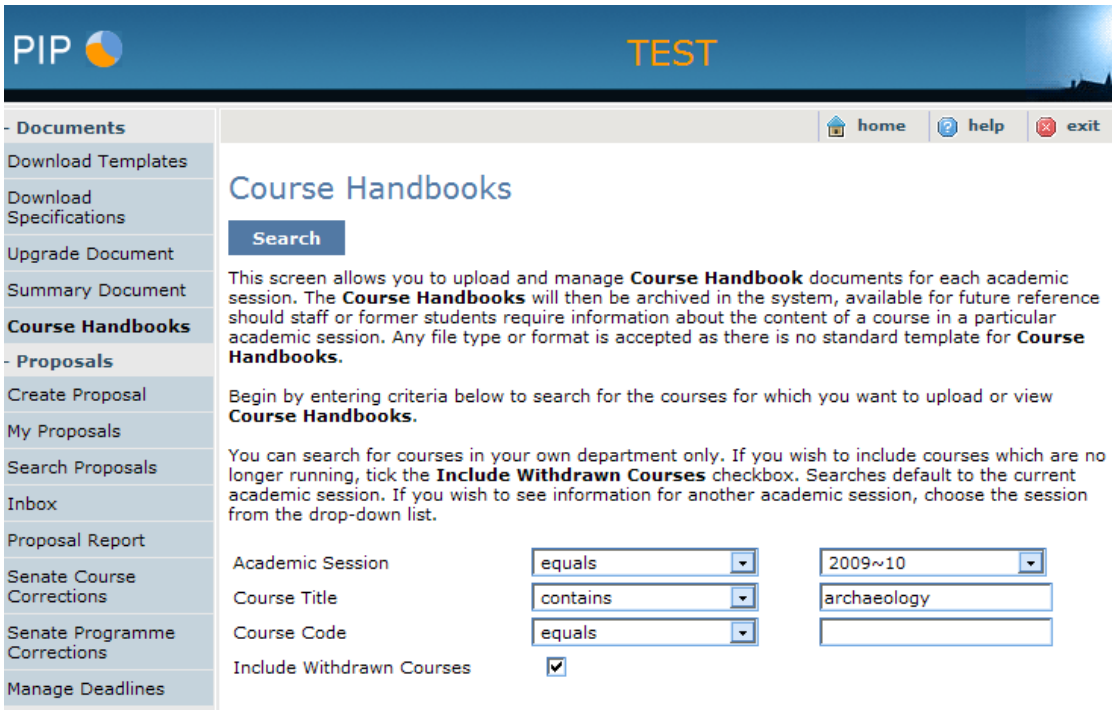
Uploading Course Handbooks

In This Section

- Uploading Course Handbooks into the system for archiving.

This screen allows you to upload and manage **Course Handbook** documents for each academic session. The **Course Handbooks** will then be archived in the system, available for future reference should staff or former students require information about the content of a course in a particular academic session. Any file type or format is accepted as there is no standard template for **Course Handbooks**.

From the PIP Welcome Screen, click on the **Course Handbooks** menu item on the left hand side of the screen. This displays the **Course Handbooks** screen where you can search for the courses for which you wish to upload handbook documents.


PIP
TEST
- Documents
Download Templates
Download Specifications
Upgrade Document
Summary Document
Course Handbooks
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
Proposal Report
Senate Course Corrections
Senate Programme Corrections
Manage Deadlines
home
help
exit
Course Handbooks
Search
This screen allows you to upload and manage Course Handbook documents for each academic session. The Course Handbooks will then be archived in the system, available for future reference should staff or former students require information about the content of a course in a particular academic session. Any file type or format is accepted as there is no standard template for Course Handbooks.
Begin by entering criteria below to search for the courses for which you want to upload or view Course Handbooks.
You can search for courses in your own department only. If you wish to include courses which are no longer running, tick the Include Withdrawn Courses checkbox. Searches default to the current academic session. If you wish to see information for another academic session, choose the session from the drop-down list.
Academic Session
equals
2009~10
Course Title
contains
archaeology
Course Code
equals
Include Withdrawn Courses

Begin by entering criteria to search for the courses for which you want to upload or view **Course Handbooks**. You can search for courses in your own School only. You have the following search options and you must specify at least one:

- ***Academic Session*** – you can enter the academic session this specification applies to, e.g. 2008~09 (this will always be in *YYYY-YY* format). Searches default to the current academic session. If you wish to see information for another academic session, choose the session from the drop-down list.
- ***Course Title*** – search by keywords from the title of the course(s) you are looking for
- ***Course Code*** – if you know the code of the course you are looking for, you can enter it here.
- **Include Withdrawn Courses** - If you wish to include courses which are no longer running, tick this checkbox.

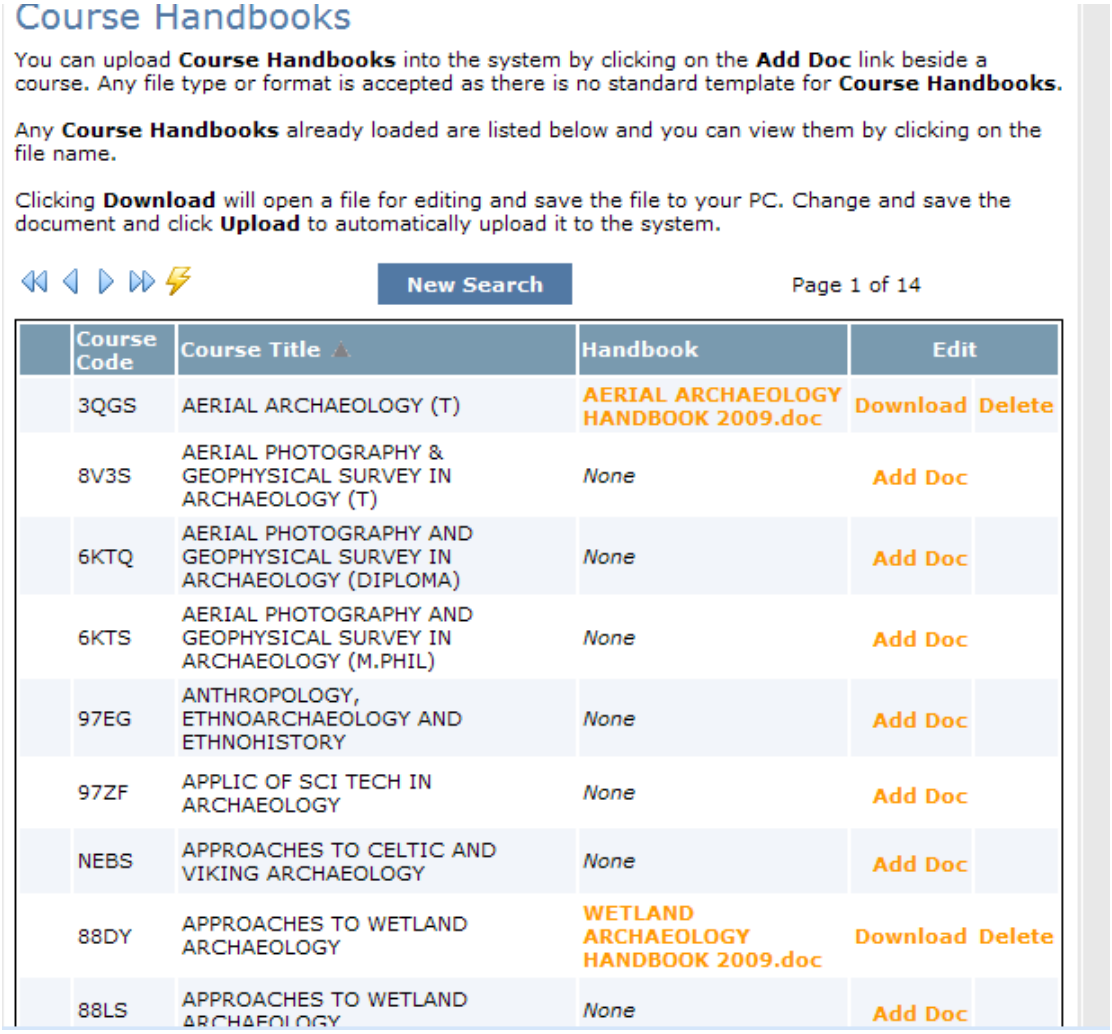
Click **Search** to list your results.

Your results are listed together with the file name of any handbooks already loaded. If no handbook is yet uploaded for a course, *'None'* is displayed.

You can view a handbook by clicking on the file name. You can download a handbook to your computer by clicking on the **Download** link beside a course. This will download the documents to the download location – the default location is specified on-screen (under the document list) and can be changed by clicking on the '**Change Download Location'** link.

You can upload handbooks into the system by clicking on the **Add Doc** link beside a course. Any file type or format is accepted as there is no standard template for **Course Handbooks**.

You can delete a handbook from the system by clicking on the **'Delete'** link beside it.



Course Handbooks

You can upload **Course Handbooks** into the system by clicking on the **Add Doc** link beside a course. Any file type or format is accepted as there is no standard template for **Course Handbooks**.

Any **Course Handbooks** already loaded are listed below and you can view them by clicking on the file name.

Clicking **Download** will open a file for editing and save the file to your PC. Change and save the document and click **Upload** to automatically upload it to the system.

New Search Page 1 of 14

Course Code	Course Title	Handbook	Edit	
3QGS	AERIAL ARCHAEOLOGY (T)	AERIAL ARCHAEOLOGY HANDBOOK 2009.doc	Download	Delete
8V3S	AERIAL PHOTOGRAPHY & GEOPHYSICAL SURVEY IN ARCHAEOLOGY (T)	*None*	Add Doc	
6KTQ	AERIAL PHOTOGRAPHY AND GEOPHYSICAL SURVEY IN ARCHAEOLOGY (DIPLOMA)	*None*	Add Doc	
6KTS	AERIAL PHOTOGRAPHY AND GEOPHYSICAL SURVEY IN ARCHAEOLOGY (M.PHIL)	*None*	Add Doc	
97EG	ANTHROPOLOGY, ETHNOARCHAEOLOGY AND ETHNOHISTORY	*None*	Add Doc	
97ZF	APPLIC OF SCI TECH IN ARCHAEOLOGY	*None*	Add Doc	
NEBS	APPROACHES TO CELTIC AND VIKING ARCHAEOLOGY	*None*	Add Doc	
88DY	APPROACHES TO WETLAND ARCHAEOLOGY	WETLAND ARCHAEOLOGY HANDBOOK 2009.doc	Download	Delete
88LS	APPROACHES TO WETLAND ARCHAEOLOGY	*None*	Add Doc	

New Course Proposal

In This Section

- How to propose new courses and submit them for approval.

In order to create a new course proposal in PIP you will need to provide the following documentation as a minimum:

For a Course Proposal:

- 1 Course Specification for each new course
- 1 Course Support Document
- Optional Consultation or other documents

The specification and support document templates are downloaded from the PIP system. Please refer to the **Downloading Templates and Existing Templates** section for help.

Create New Course - Wizard

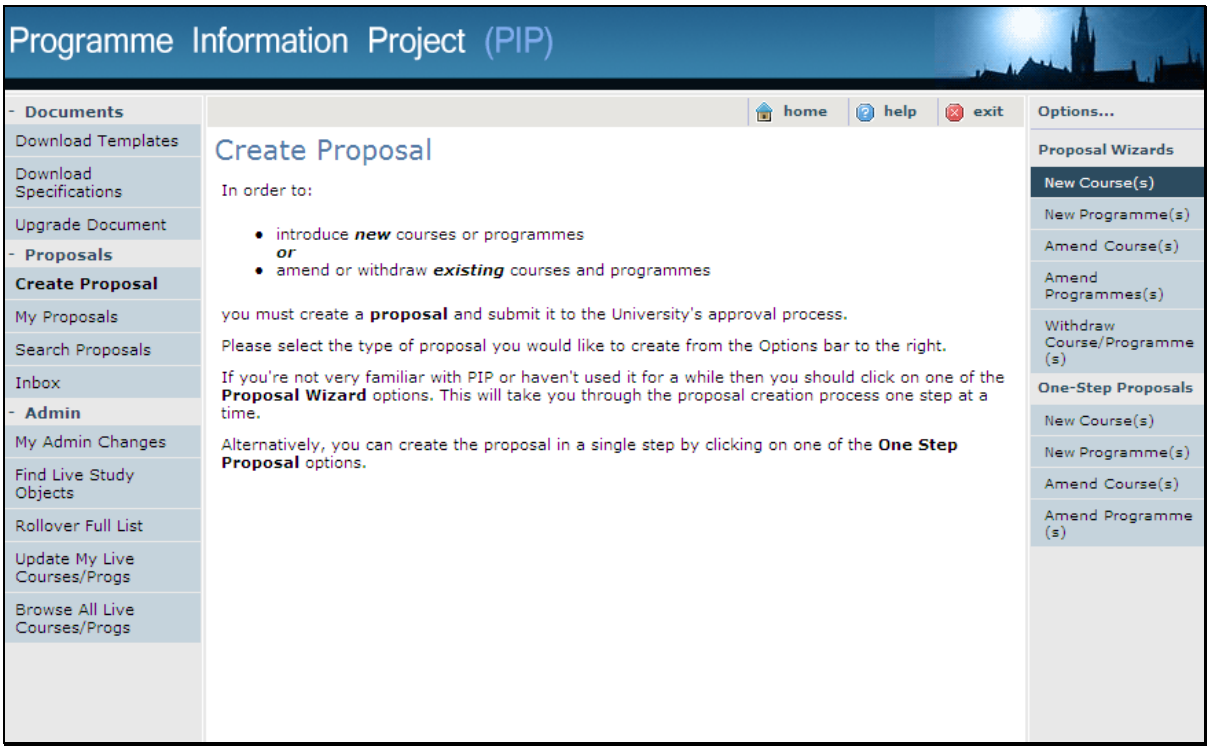
There are two ways to create a new course in PIP. The first method is a step by step wizard which is recommended for those who are new to PIP or haven't used it for a while. The second method is a one-step screen which is easier for regular PIP users.

New Course Wizard

In order to submit a proposal for a new course you will need to use a completed *Course Specification template* and a *Course Support Document template*. These are available to download from the PIP system (see the Download guide).

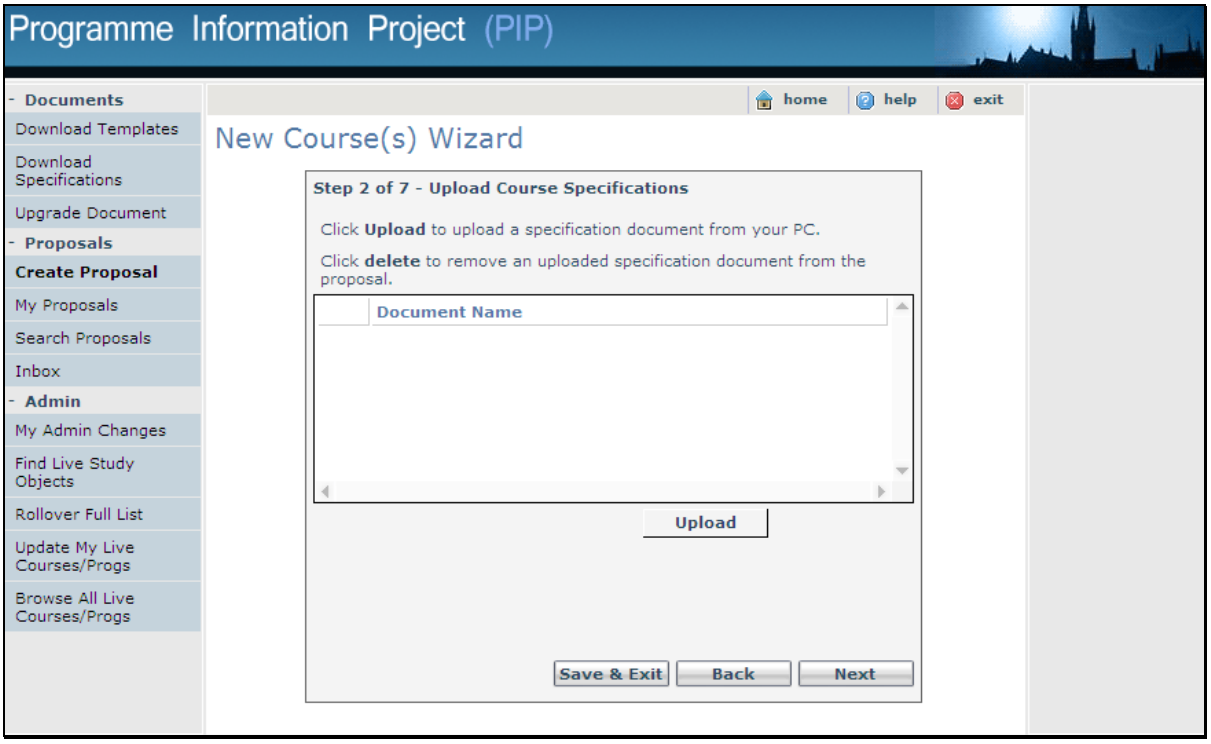
From the PIP Welcome Screen, click on the menu item ***Create Proposal*** on the left hand side of the screen.

The *Create Proposal* screen allows you to choose which type of proposal you would like to create. From the *Create Proposal* screen look to the sub option menu which appears on the ride hand side of your screen, under the *Proposal Wizards* heading and click on ***New Course(s)*** option (as shown below).

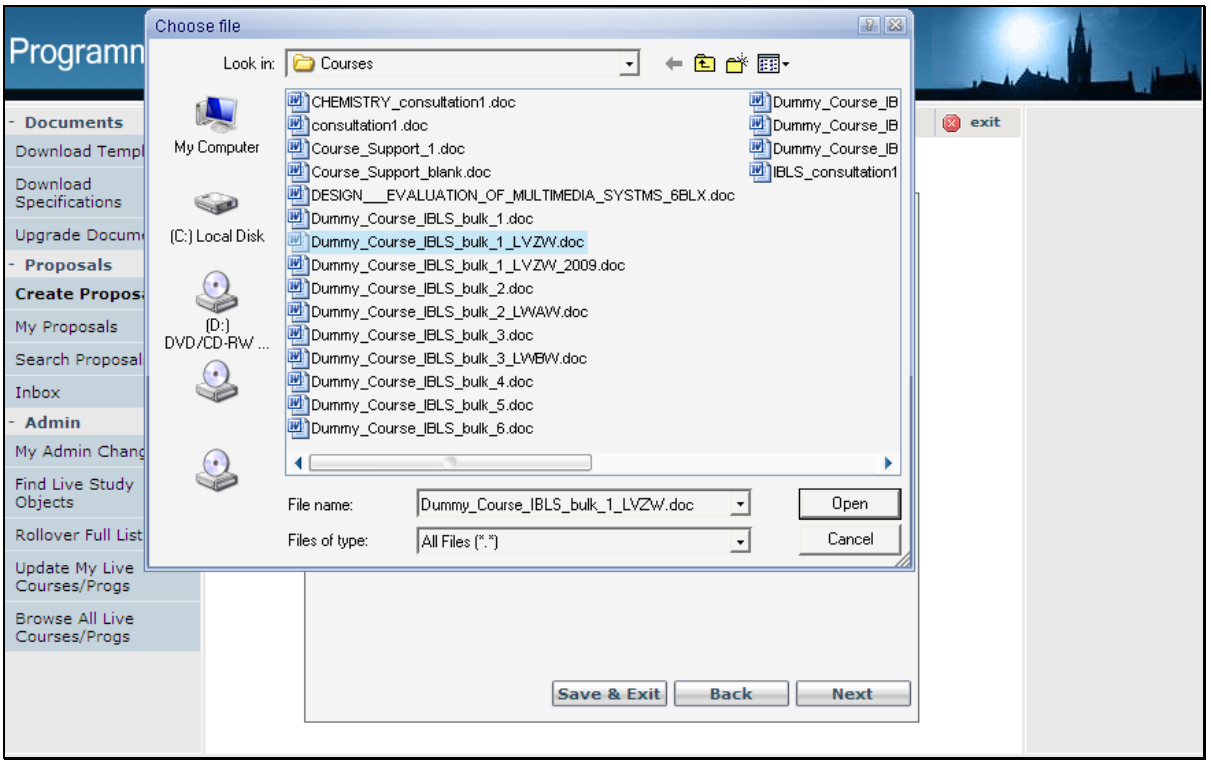

Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Rollover Full List
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Create Proposal
In order to:
introduce new courses or programmes
or
amend or withdraw existing courses and programmes
you must create a proposal and submit it to the University's approval process.
Please select the type of proposal you would like to create from the Options bar to the right.
If you're not very familiar with PIP or haven't used it for a while then you should click on one of the Proposal Wizard options. This will take you through the proposal creation process one step at a time.
Alternatively, you can create the proposal in a single step by clicking on one of the One Step Proposal options.
Options...
Proposal Wizards
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programmes(s)
Withdraw Course/Programme (s)
One-Step Proposals
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programme (s)

Step 1
Clicking on the *New Course(s)* wizard opens the *New Course(s) Wizard* Screen and begins taking you through the step by step process of creating a PIP proposal for a new course. Once you have read the *Preparation* information in Step 1, click on the ***Start** button* to continue to the next step.

Step 2
Step 2 of the New Course Wizard invites you to upload the specification document(s) containing the new course information.



To upload a specification document, click on the ***Upload* button** in the centre of the screen. This will display a *"Choose file"* pop-up screen, as shown below. Select the Course Specification document you wish to upload then click on the ***Open* button**. The Course Specification document is uploaded into the PIP wizard.



PIP v**alidation** is run on the Course Specification document before it can be displayed in the list.

If the document fails validation an error message will appear telling you exactly what fields have failed the validation. ***To progress with the New Course all fields in the specification must be valid therefore you should correct the errors before progressing any further.***

To correct the specification errors, open the specification document using MS Word (or similar) then edit and save the file. Repeat the upload process in Step 2 of the Wizard.

Specification documents which have been uploaded and do not have any validation errors will appear in the list. If you are creating more than one course, upload the additional specification document here using the same method. You may include up to 50 specifications in a single proposal.

Buttons

- **Save & Exit** - You can exit from this proposal at any time by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (to exit without saving the proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at any time to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next* button** to proceed to the next step.

Click the ***Next* button** to move on from *Step 2* to uploading the other required documents.

Step 3

Each Course proposal requires a ***single*** Course Support Document to be included with the documentation. Please see the Download guide for instructions on how to download a Course Support Template.

Click on the ***Upload*** button to select the Course Support document you created for this proposal. Similar to the Course Specification upload, the Course Support document will be validated at this stage before it appears in the field below. Click ***Next*** to proceed with the proposal.

Step 4

Step 4 asks you to upload any consultation documents which endorse the proposal of the new course. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button and follow the same “Choose File” instructions as uploading a specification document. The content of the consultation documents is not validated however the files are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next* button** to progress to the next step.

Step 5

This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the approval of this course(s), upload the files at this stage.

To upload your other documents click on the ***Upload* button** and follow the same "Choose File" instructions as uploading a specification document. Again the content of these documents is not validated however they are checked to ensure they are NOT specification files or support documents.

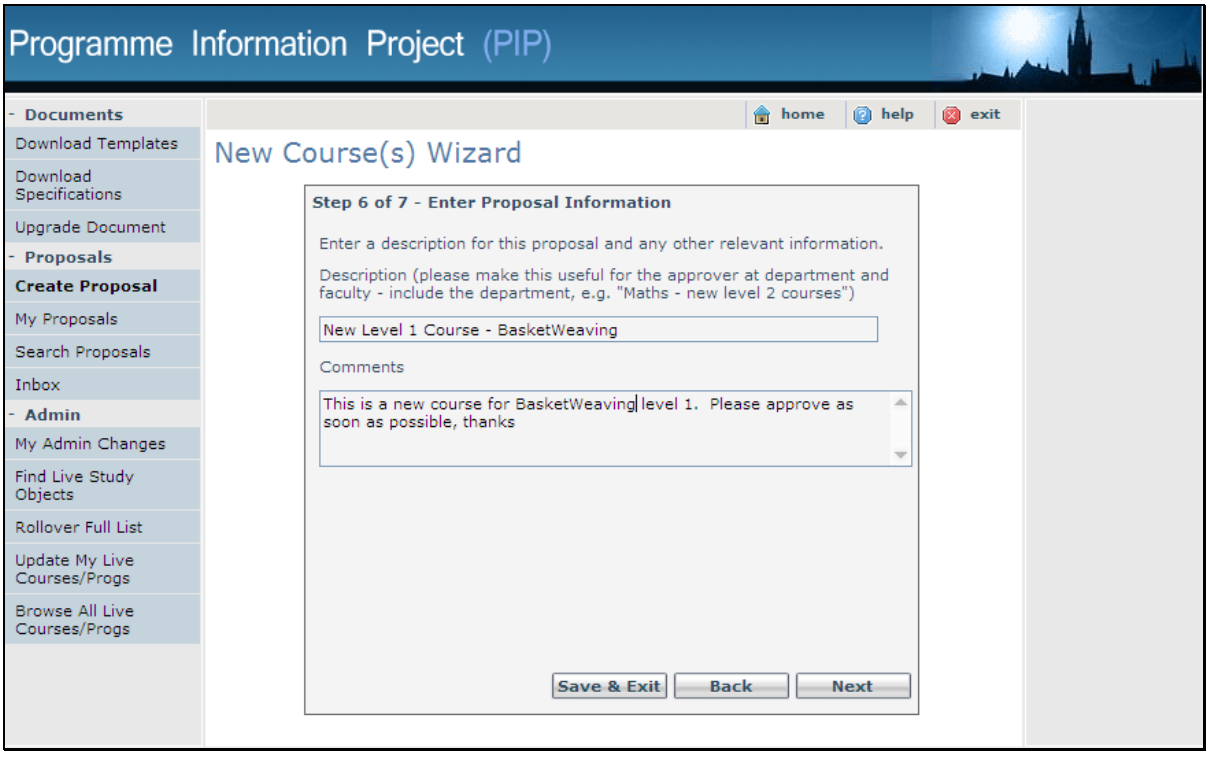
Once you have uploaded your Consultation Documents click on the ***Next* button** to progress to the next step.

Step 6

Once you have uploaded all of the required documents into the proposal you need to enter a description for your proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – new Honours components".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next* button** which will take you to the final step of the wizard.

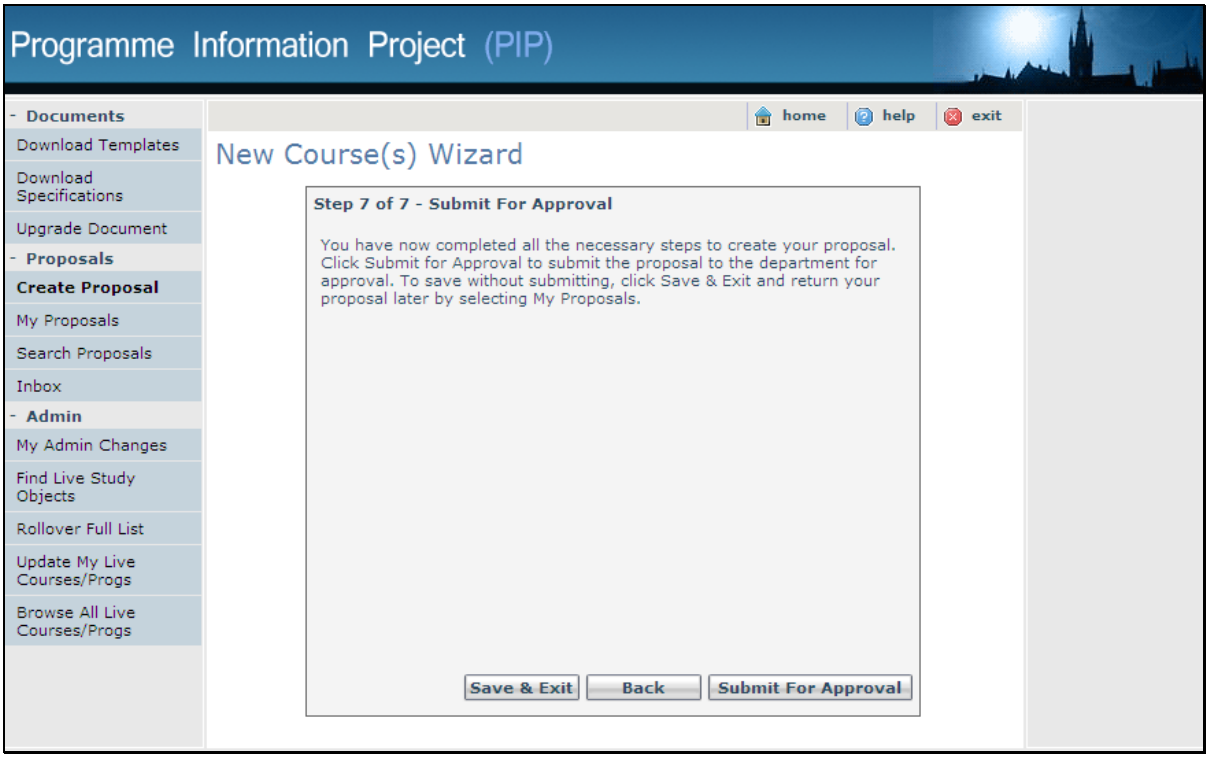

Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Rollover Full List
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
New Course(s) Wizard
Step 6 of 7 - Enter Proposal Information
Enter a description for this proposal and any other relevant information.
Description (please make this useful for the approver at department and faculty - include the department, e.g. "Maths - new level 2 courses")
New Level 1 Course - BasketWeaving
Comments
This is a new course for BasketWeaving level 1. Please approve as soon as possible, thanks
Save & Exit
Back
Next

Step 7

This is the final step of the New Course(s) Wizard and the last action required to submit a proposal into PIP.

You can use the ***Back* button** at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit* button** to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval* button** to submit your proposal to the approval process.


Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Rollover Full List
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
New Course(s) Wizard
Step 7 of 7 - Submit For Approval
You have now completed all the necessary steps to create your proposal. Click Submit for Approval to submit the proposal to the department for approval. To save without submitting, click Save & Exit and return your proposal later by selecting My Proposals.
Save & Exit
Back
Submit For Approval

The confirmation screen will display the ID of your new proposal. Please note this for future reference.

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Create New Course – One-Step

As mentioned previously there are two ways to create a new course in PIP. The first method is a step by step wizard which is recommended for those who are new to PIP or haven't used it for a while. The second method is a one-step screen which is easier for regular PIP users.

New Course One-Step Proposal

In order to submit a proposal to create a new course you will need to provide a completed *Course Specification,* a *Course Support Document,* optional consultation documents and other relevant documents. The Specification and Support Documents are available to download from the PIP system (please refer to the Download guide for detailed instructions).

The One-Step Proposal creation screen is accessed from the *Create Proposal* screen via the Sub Option menu on the right hand side on your screen. Click on the ***New Course(s)*** option under the *One-Step Proposal* heading as shown below, to access the One-Step Proposal screen.

The One-Step Proposal screen for New Course(s) is shown below. It contains the instructions for submitting a new course proposal and three fields.

ALL of the required documentation should be uploaded into the first table. This includes the Course Specification and Course Support Document as a minimum. If you have consultation documents or other relevant documents these files should also be uploaded here.

To insert your files into the table, click on the ***Upload*** **button** and select your file(s) from the "Choose file" pop-up screen. *Microsoft Windows will only allow one document to be selected at a time so you will need to repeat this process for each file.*

PIP v**alidation** is run on each document immediately after it is uploaded therefore it must pass validation before it is displayed in the table.

If the document fails validation an error message will appear telling you exactly what fields have failed the validation. ***To progress with the New Course all fields in the specification and support documents must be valid therefore you should correct the errors before progressing any further.***

To correct the any errors, open the document using MS Word (or similar) then edit and save the file. Repeat the upload process to upload your amended file.

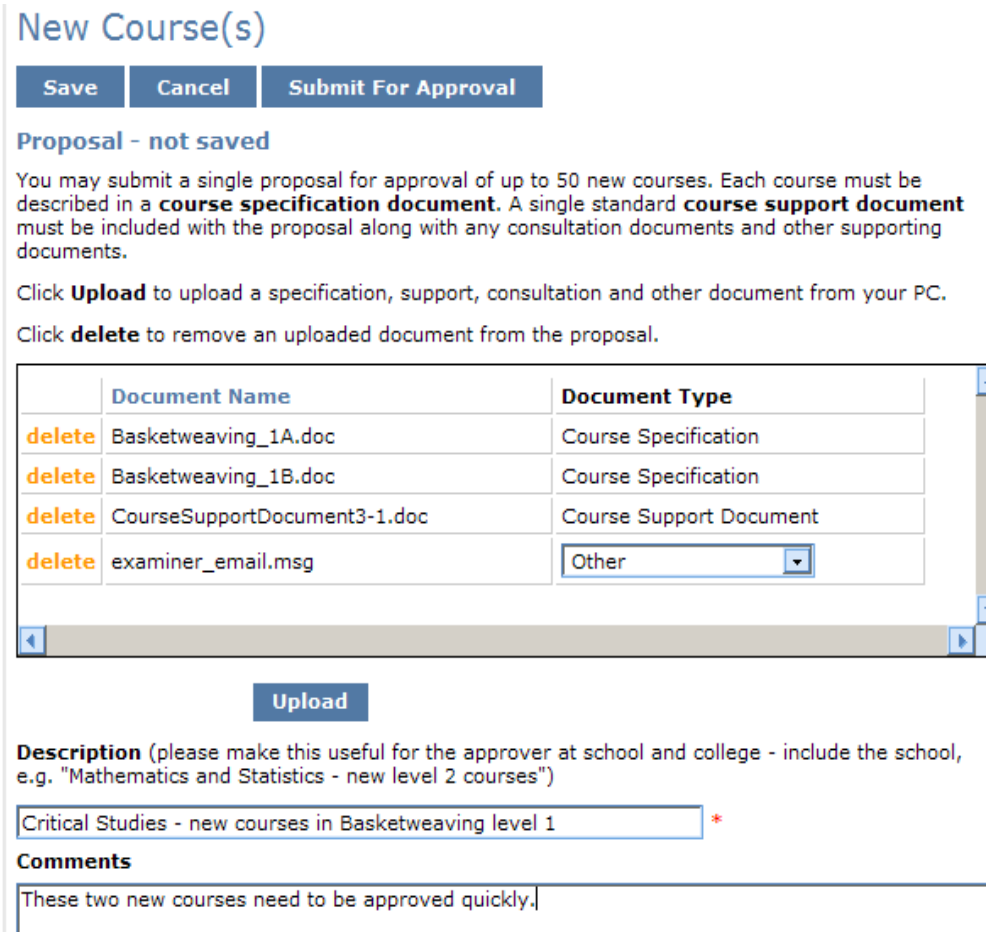
PIP asks that you differentiate between "Consultation" documents and "Other" documents by selecting the *Document Type* from the drop down list which will appear next to any document which is NOT a specification document or a support document.

Once you have uploaded all of the required documents into the table you must enter a description for the proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – new Honours components".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however they are not considered a part of the approval information.

You can use the ***Cancel* button** at the top of the screen to exit the proposal without saving it or you can click the ***Save* button** to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval* button** to submit your proposal to the approval process.


New Course(s)
Save
Cancel
Submit For Approval
Proposal - not saved
You may submit a single proposal for approval of up to 50 new courses. Each course must be described in a course specification document. A single standard course support document must be included with the proposal along with any consultation documents and other supporting documents.
Click Upload to upload a specification, support, consultation and other document from your PC.
Click delete to remove an uploaded document from the proposal.
Document Name
Document Type
delete
Basketweaving_1A.doc
Course Specification
delete
Basketweaving_1B.doc
Course Specification
delete
CourseSupportDocument3-1.doc
Course Support Document
delete
examiner_email.msg
Other
Upload
Description (please make this useful for the approver at school and college - include the school, e.g. "Mathematics and Statistics - new level 2 courses")
Critical Studies - new courses in Basketweaving level 1
*
Comments
These two new courses need to be approved quickly.

New Programme Proposal

In This Section

- How to propose new programmes and submit them for approval.

Create New Programme - Wizard

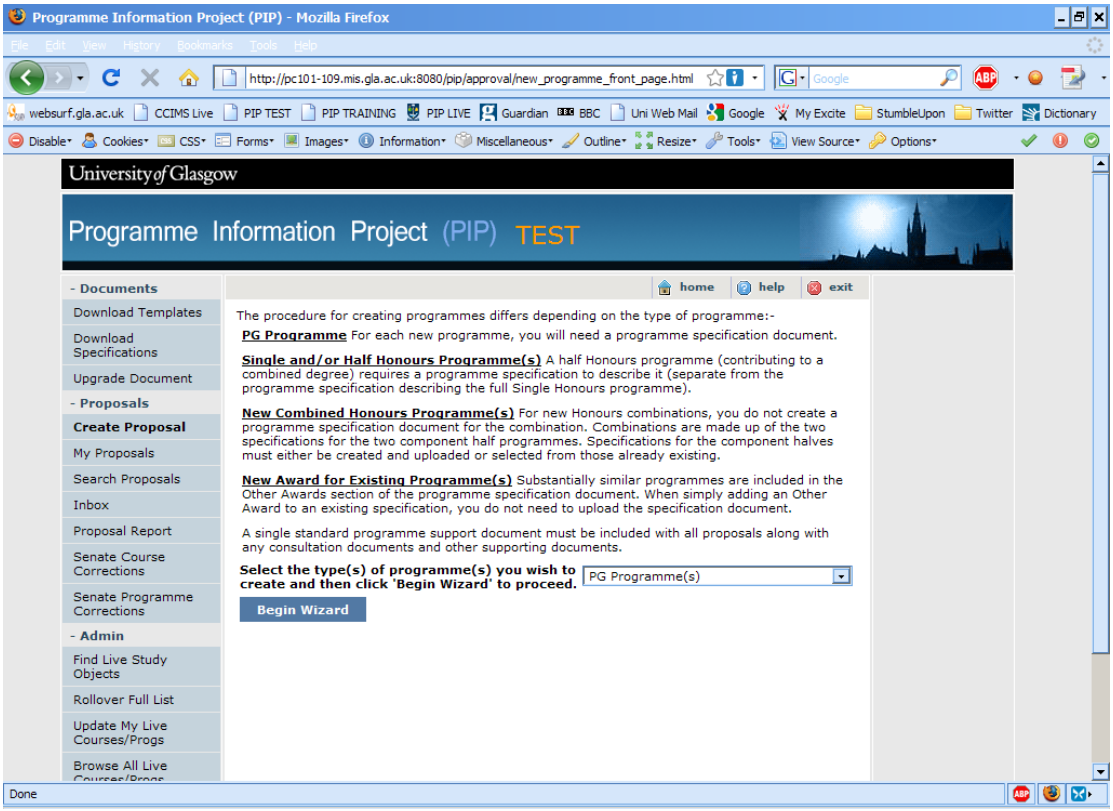
There are two ways to create a new programme in PIP. The first method is a step by step wizard which is recommended for those who are new to PIP or haven't used it for a while. The second method is a one-step screen which is easier for regular PIP users.

New Programme Wizard

In order to submit a proposal for a new programme you will need to use a completed *Programme Specification template* and a *Programme Support Document template*. These are available to download from the PIP system (see the Downloading Templates and Existing Specifications section).

From the *PIP Welcome Screen*, click on the menu item ***Create Proposal*** on the left hand side of the screen. Select *New Programme(s)* under Proposal Wizards from the menu on the right hand side.

The *Create New Programme(s)* introduction screen appears, as below.


Programme Information Project (PIP) - Mozilla Firefox
http://pc101-109.mis.gla.ac.uk:8080/pip/approval/new_programme_front_page.html
University of Glasgow
Programme Information Project (PIP) TEST
home
help
exit
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
Proposal Report
Senate Course Corrections
Senate Programme Corrections
- Admin
Find Live Study Objects
Rollover Full List
Update My Live Courses/Progs
The procedure for creating programmes differs depending on the type of programme:-
PG Programme For each new programme, you will need a programme specification document.
Single and/or Half Honours Programme(s) A half Honours programme (contributing to a combined degree) requires a programme specification to describe it (separate from the programme specification describing the full Single Honours programme).
New Combined Honours Programme(s) For new Honours combinations, you do not create a programme specification document for the combination. Combinations are made up of the two specifications for the two component half programmes. Specifications for the component halves must either be created and uploaded or selected from those already existing.
New Award for Existing Programme(s) Substantially similar programmes are included in the Other Awards section of the programme specification document. When simply adding an Other Award to an existing specification, you do not need to upload the specification document.
A single standard programme support document must be included with all proposals along with any consultation documents and other supporting documents.
Select the type(s) of programme(s) you wish to create and then click 'Begin Wizard' to proceed.
PG Programme(s)
Begin Wizard
Done

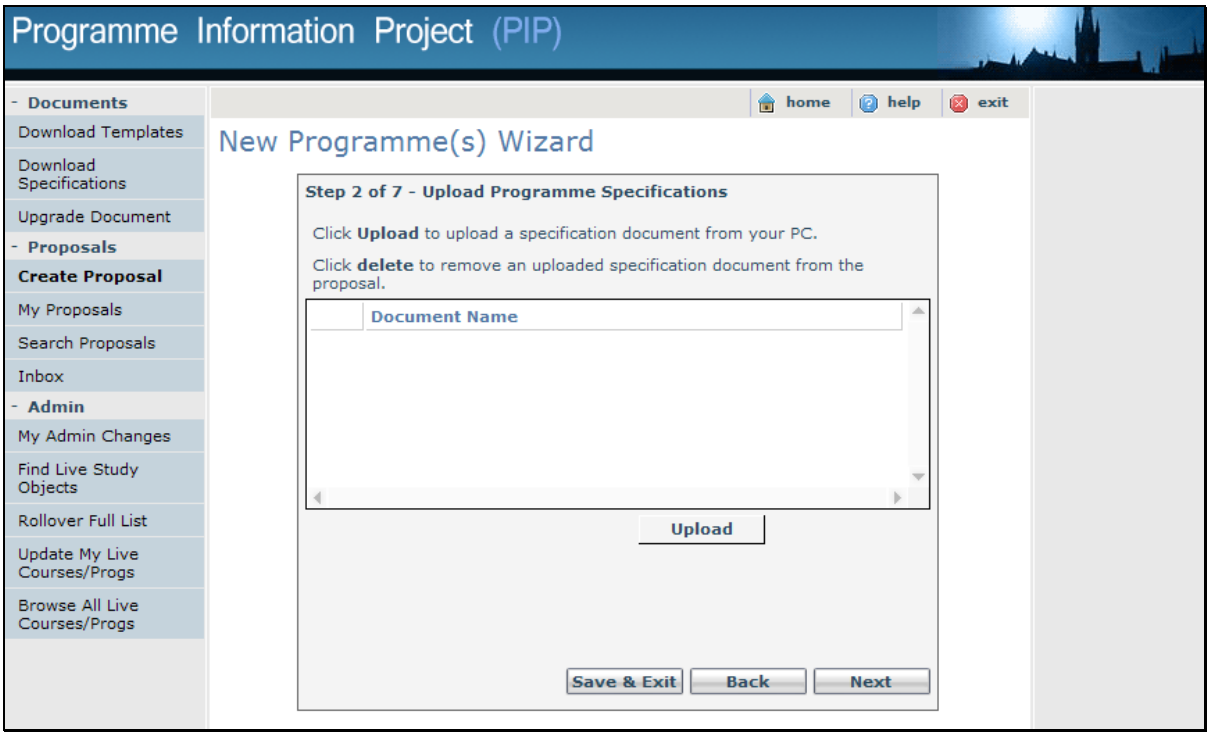
Various options are presented. Select the appropriate option from the drop-down list. Most options lead to the main Create Programme Wizard upon selecting the Begin Wizard button.

Step 1

The *New Programme(s) Wizard* Screen begins taking you through the step by step process of creating a PIP proposal for a new programme. Once you have read the *Preparation* information click on the ***Start*** button to continue to the next step.

Step 2

Step 2 of the New Programme Wizard invites you to upload the specification document(s) containing the new programme information.



Buttons

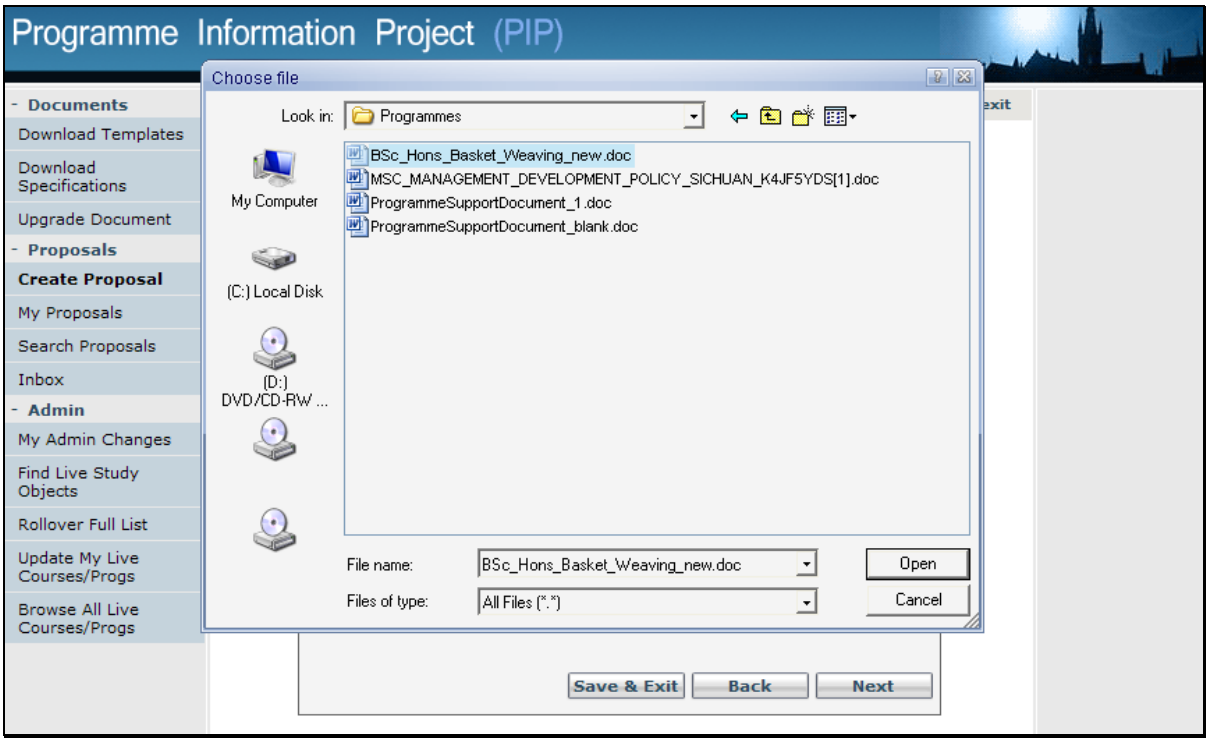
- **Save & Exit** - You can exit from this proposal at any time by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (to exit without saving the proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at any time to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next* button** to proceed to the next step.

To upload a specification document, click on the ***Upload* button** in the centre of the screen. This will display a *"Choose file"* pop-up screen, as shown below. Select the Programme Specification document you wish to upload then click on the ***Open* button**. The Programme Specification document is uploaded into the PIP wizard.

PIP v**alidation** is run on the Programme Specification document before it can be displayed in the list.

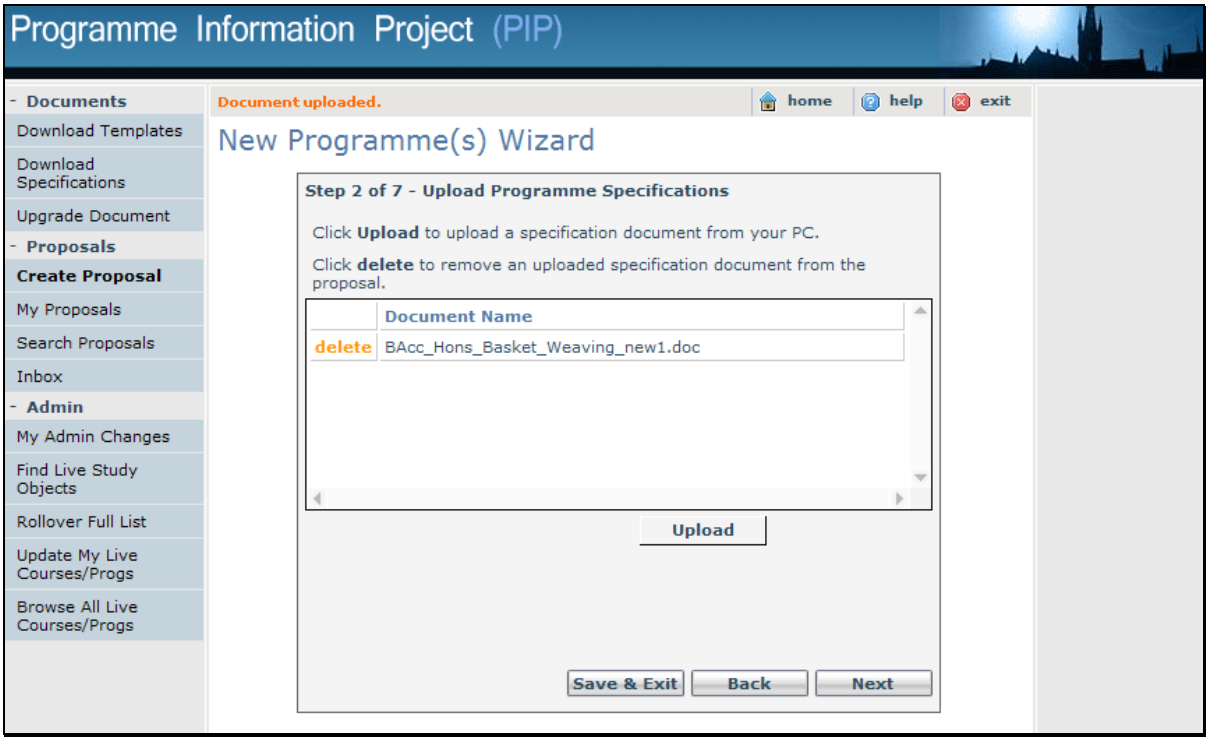
If the document fails validation an error message will appear telling you exactly what fields have failed the validation. ***To progress with the New Programme all fields in the specification must be valid therefore you should correct the errors before progressing any further.***

To correct the specification errors, open the specification document using MS Word (or similar) then edit and save the file. Repeat the upload process in Step 2 of the Wizard.



Specification documents which have been uploaded and do not have any validation errors will appear in the list *as shown below*. If you are creating more than one programme, upload the additional specification document here using the same method. You may include up to 50 specifications in a single proposal.

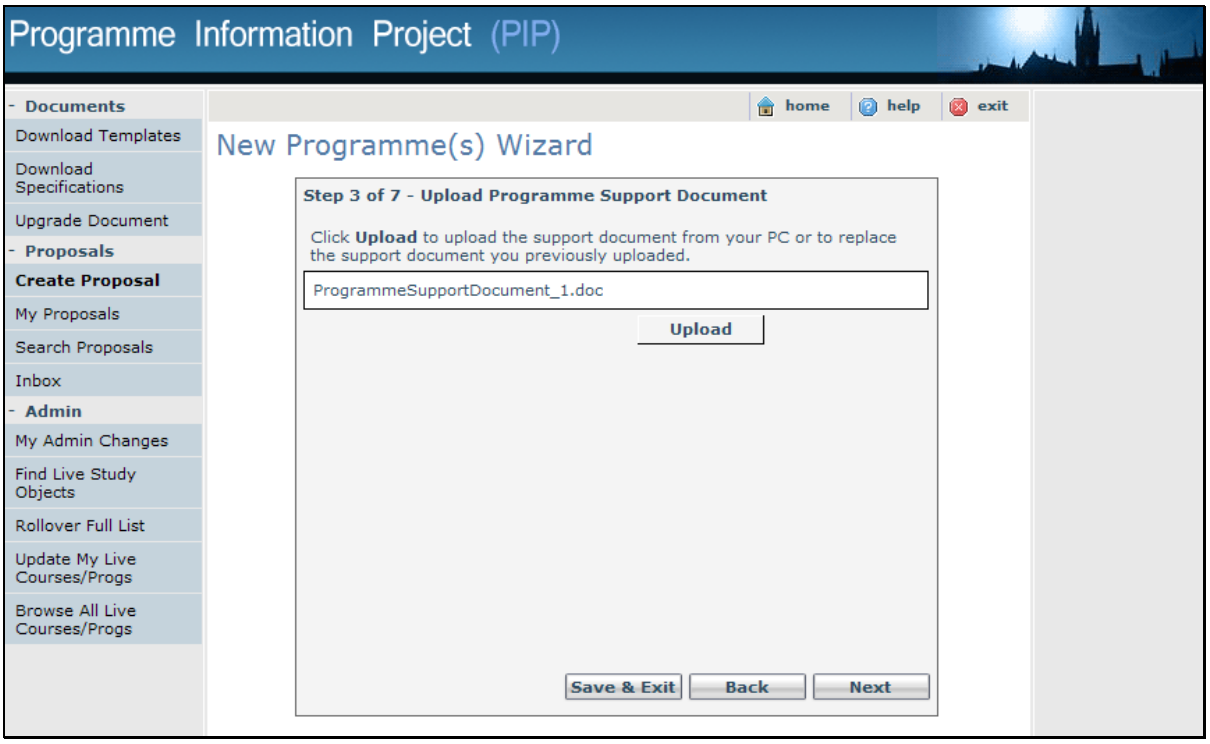
Click the ***Next*** button to move on from *Step 2* to uploading the other required documents.



Step 3

Each Programme proposal requires a ***single*** Programme Support Document to be included with the documentation. Please see the Download guide for instructions on how to download a Programme Support Template.

Click on the ***Upload*** button to select the Programme Support document you created for this proposal. Similar to the Programme Specification upload, the Programme Support document will be validated at this stage before it appears in the field below. Click ***Next*** to proceed with the proposal.



Step 4

Step 4 asks you to upload any consultation documents which endorse the proposal of the new programme. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a specification document. The content of the consultation documents is not validated however the files are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** button to progress to the next step.

Step 5

This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the approval of this programme(s), upload the files at this stage.

To upload your other documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a specification document. Again the content of these documents is not validated however they are checked to ensure they are NOT specification files or support documents.

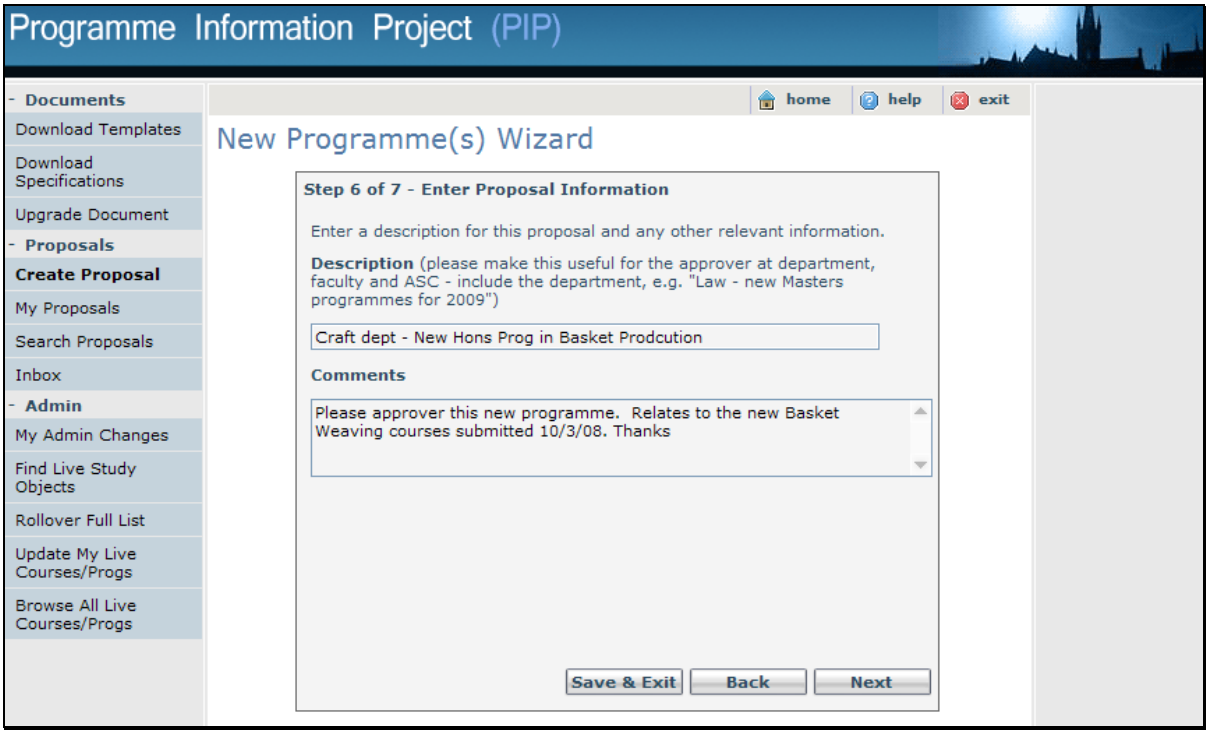
Once you have uploaded your Consultation Documents click on the ***Next*** button to progress to the next step.

Step 6

Once you have uploaded all of the required documents into the proposal you need to enter a description for your proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – new Honours Programme".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next*** button which will take you to the final step of the wizard.


Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Rollover Full List
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
New Programme(s) Wizard
Step 6 of 7 - Enter Proposal Information
Enter a description for this proposal and any other relevant information.
Description (please make this useful for the approver at department, faculty and ASC - include the department, e.g. "Law - new Masters programmes for 2009")
Craft dept - New Hons Prog in Basket Prodcution
Comments
Please approver this new programme. Relates to the new Basket Weaving courses submitted 10/3/08. Thanks
Save & Exit
Back
Next

Step 7

This is the final step of the New Programme(s) Wizard and the last action required to submit a proposal into PIP.

You can use the ***Back*** button at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit*** button to save your proposal if you don't wish to submit it for approval at this time.

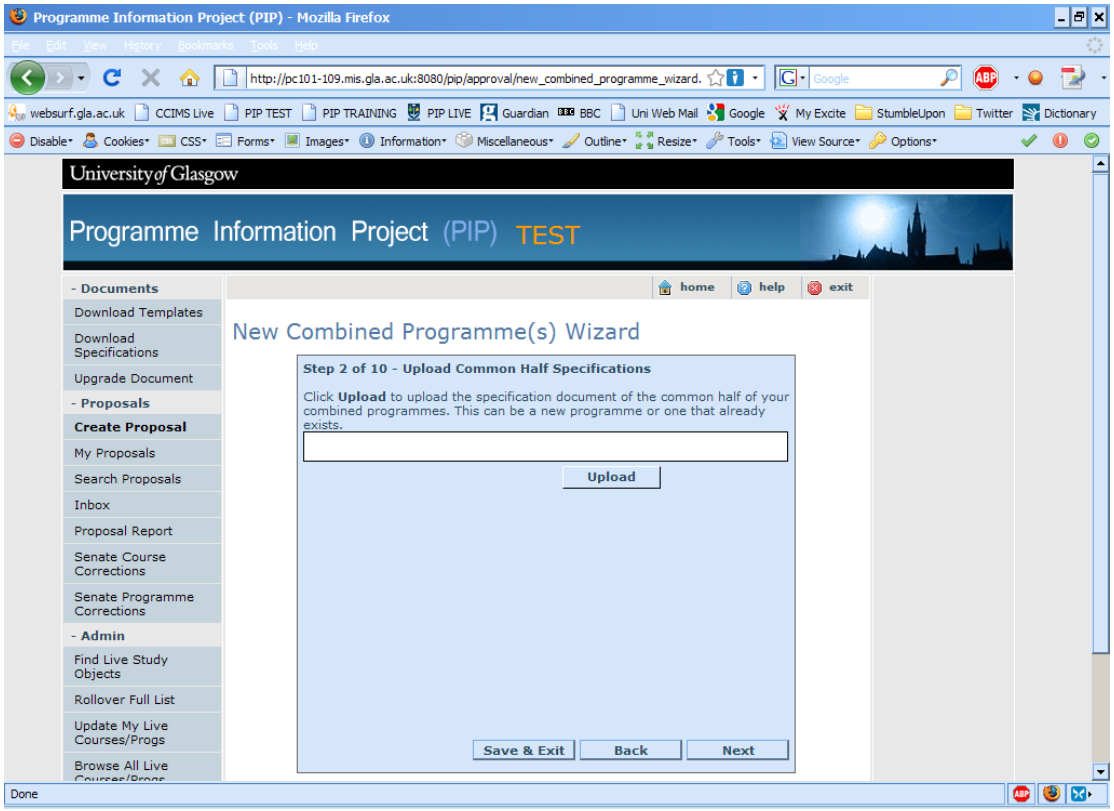
If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval*** button to submit your proposal to the approval process.

The confirmation screen will display the ID of your new proposal and the approval route the proposal will take. Please note the proposal ID for future reference.

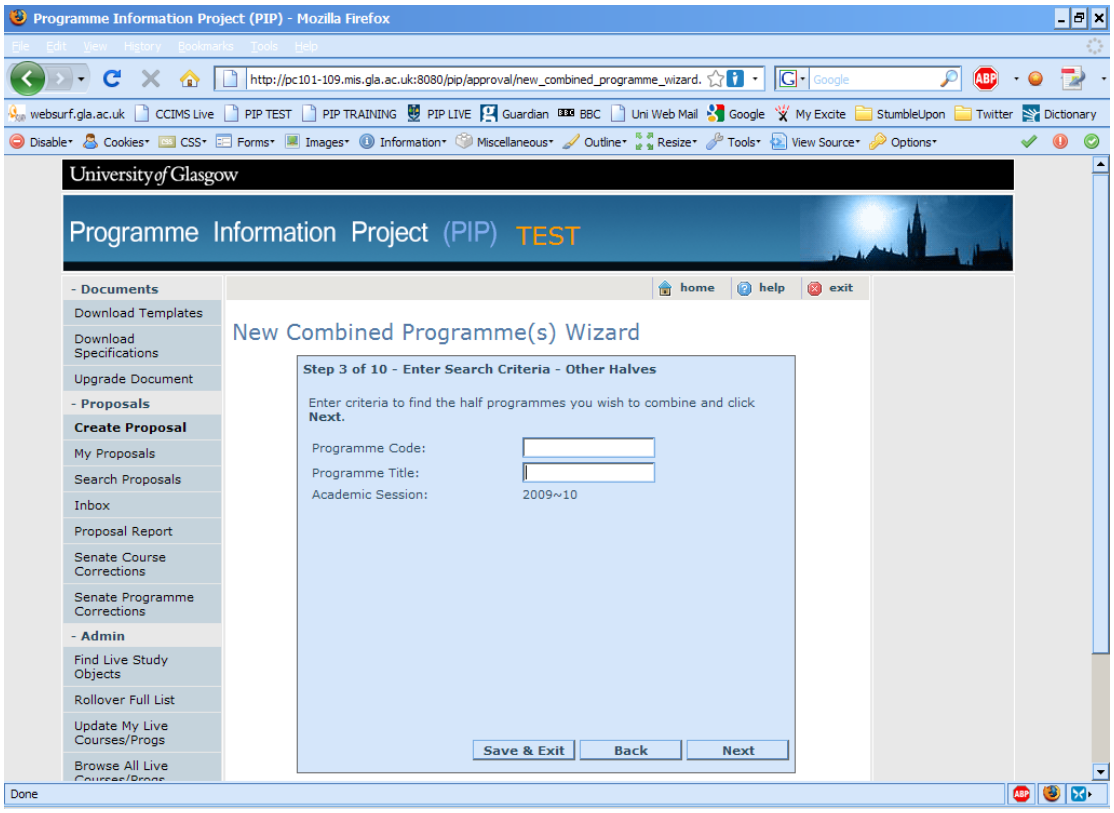
Create New Combined Programme - Wizard

The Wizard for creating combined Honours programmes differs from the usual Wizard. A combined programme is made up of two half programmes, each with their own specification document. The combined programme itself does not have a specification.

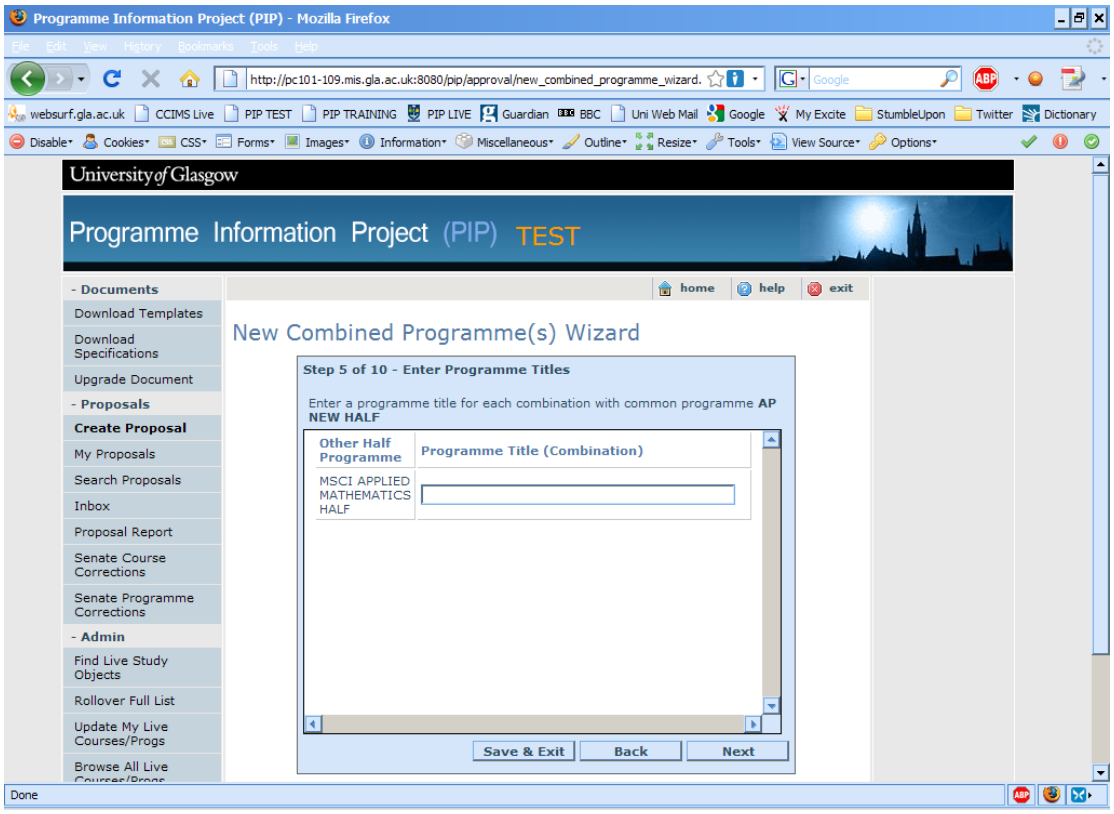
A proposal for a set of combinations must include one half programme common to all the combinations. You are asked to upload the specification for the common half in Step 3. This can be a new half programme or an existing one.



In Steps 4 and 5, you search for and select the existing half programmes which make up the combination(s) with the common half.



In Step 5, you enter a name for the new combination, as below.



Thereafter the Wizard is similar to the usual Wizard described in the previous section.

Create New Programme – One-Step

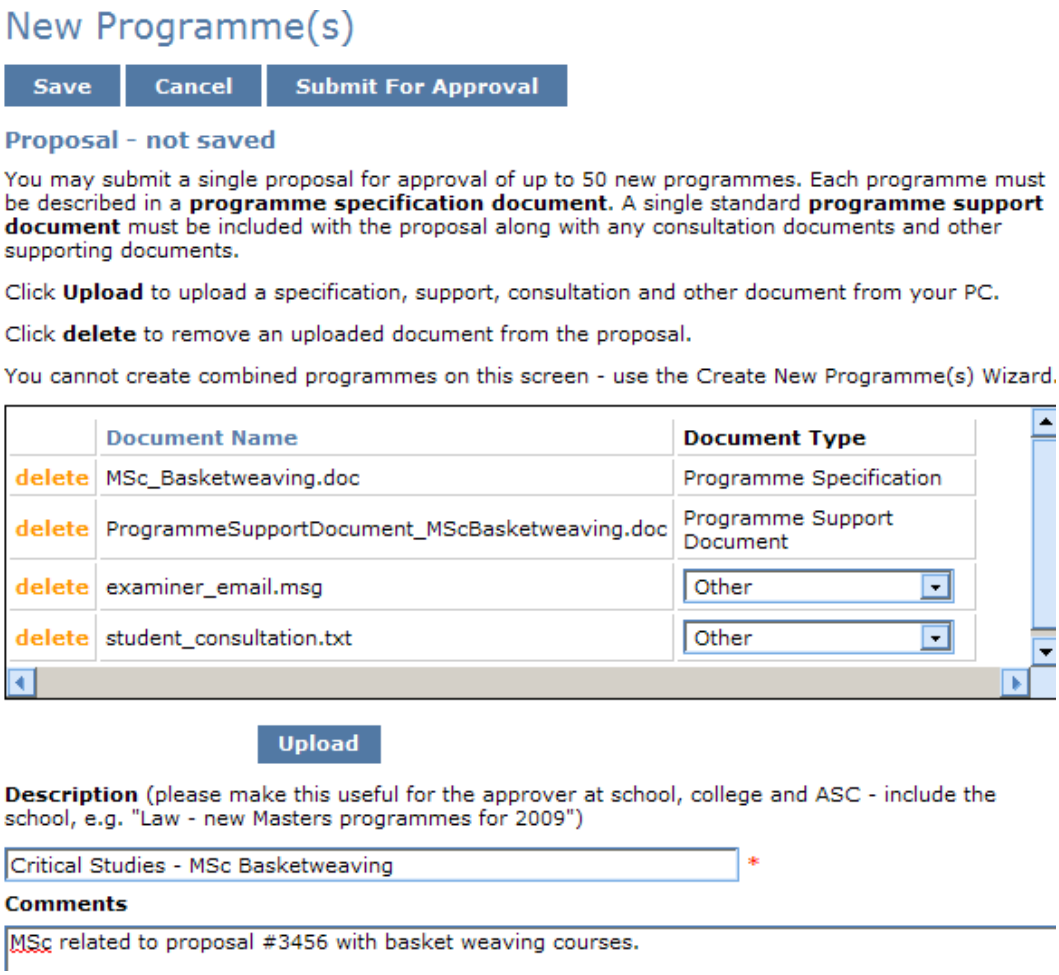
As mentioned previously there are two ways to create a new programme in PIP. The first method is a step by step wizard which is recommended for those who are new to PIP or haven't used it for a while. The second method is a One-Step screen which is easier for regular PIP users. It is not possible to create combined Honours programmes using the One Step screen.

New Programme One-Step Proposal

In order to submit a proposal to create a new programme you will need to provide a completed *Programme Specification,* a *Programme Support Document,* optional consultation documents and other relevant documents. The Specification and Support Documents are available to download from the PIP system (please refer to the Download guide for detailed instructions).

The One-Step Proposal creation screen is accessed from the *Create Proposal* screen via the Sub Option menu on the right hand side on your screen. Click on the ***New Programme(s)*** option under the *One-Step Proposal* heading to access the One-Step Proposal screen.

The One-Step Proposal screen for New Programme(s) is shown below. It contains the instructions for submitting a new programme proposal and three fields.


New Programme(s)
Save
Cancel
Submit For Approval
Proposal - not saved
You may submit a single proposal for approval of up to 50 new programmes. Each programme must be described in a programme specification document. A single standard programme support document must be included with the proposal along with any consultation documents and other supporting documents.
Click Upload to upload a specification, support, consultation and other document from your PC.
Click delete to remove an uploaded document from the proposal.
You cannot create combined programmes on this screen - use the Create New Programme(s) Wizard.
Document Name
Document Type
delete
MSc_Basketweaving.doc
Programme Specification
delete
ProgrammeSupportDocument_MScBasketweaving.doc
Programme Support Document
delete
examiner_email.msg
Other
delete
student_consultation.txt
Other
Upload
Description (please make this useful for the approver at school, college and ASC - include the school, e.g. "Law - new Masters programmes for 2009")
Critical Studies - MSc Basketweaving
Comments
MSc related to proposal #3456 with basket weaving courses.

ALL of the required documentation should be uploaded into the first table. This includes the Programme Specification and Programme Support Document as a minimum. If you have

consultation documents or other relevant documents these files should also be uploaded here.

To insert your files into the table, click on the ***Upload*** button and select your file(s) from the "Choose file" pop-up screen. *Microsoft Windows will only allow one document to be selected at a time so you will need to repeat this process for each file*

PIP v**alidation** is run on each document immediately after it is uploaded therefore it must pass validation before it is displayed in the table.

If the document fails validation an error message will appear telling you exactly what fields have failed the validation. ***To progress with the New Programme all fields in the specification and support documents must be valid therefore you should correct the errors before progressing any further.***

To correct the any errors, open the document using MS Word (or similar) then edit and save the file. Repeat the upload process to upload your amended file.

PIP asks that you differentiate between "Consultation" documents and "Other" documents by selecting the *Document Type* from the drop down list which will appear next to any document which is NOT a specification document or a support document.

Once you have uploaded all of the required documents into the table you must enter a description for the proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – new Honours components".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however they are not considered a part of the approval information.

You can use the ***Cancel*** button at the top of the screen to exit the proposal without saving it or you can click the ***Save*** button to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval*** button to submit your proposal to the approval process.

Amend Course Proposal

In This Section

- How to make changes to courses and submit the changes for approval.

To amend a course or courses you must create an Amend Course Proposal via PIP. However, before you do this you must ensure that you have the correct documentation for the courses you wish to amend i.e. Course Specifications and a Course Support Document.

Existing specifications and a support document template should be downloaded from the PIP system. Please refer to the Download guide for help downloading blank templates or existing specification documents.

Amend Course - Wizard

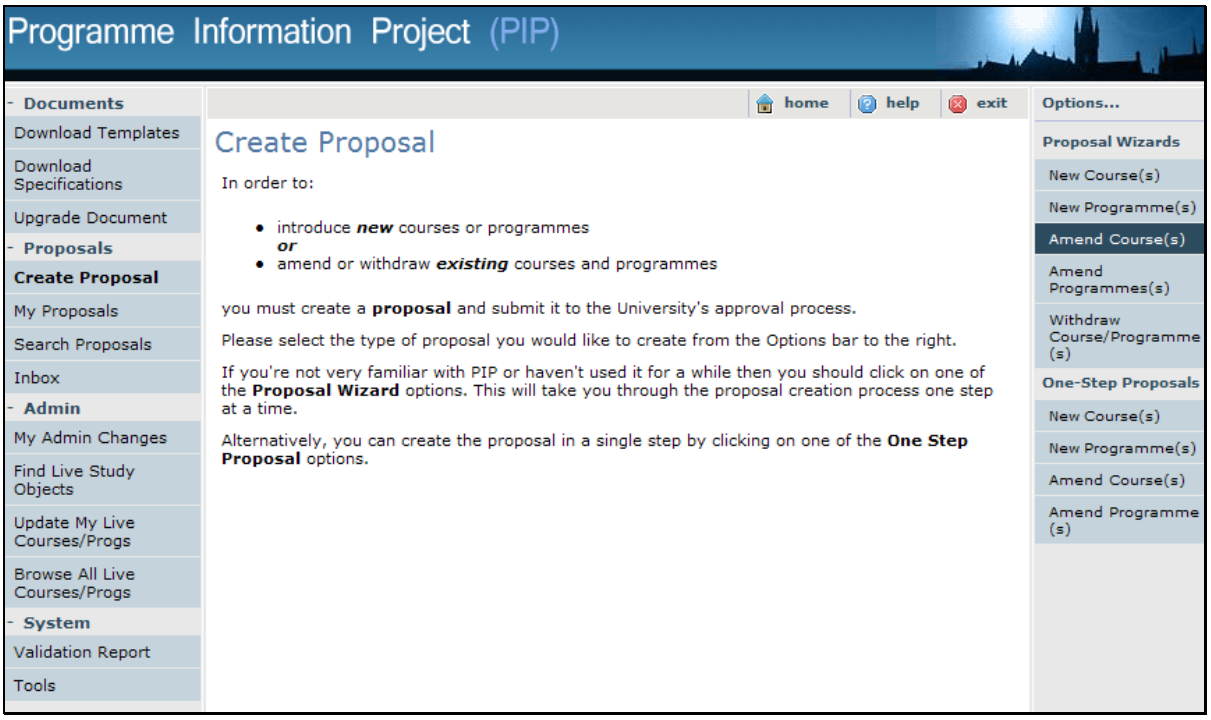
There are two ways to create an Amend Course Proposal in PIP. The first method is a step by step wizard which is recommended for those who are new to PIP or haven't used it for a while. The second method is a one-step screen which is easier for regular PIP users.

Amend Course Wizard

In order to submit a proposal to amend a course you will need to use the existing *Course Specification (which you will amend)* and a completed *Course Support Document template*. These are available to download from the PIP system (see the Download guide).

From the PIP Welcome Screen, click on the menu item ***Create Proposal*** on the left hand side of the screen.

The *Create Proposal* screen allows you to choose which type of proposal you would like to create. From the *Create Proposal* screen look to the sub option menu which appears on the ride hand side of your screen, under the *Proposal Wizards* heading and click on ***Amend Course(s)*** option (as shown below).


Programme Information Project (PIP)
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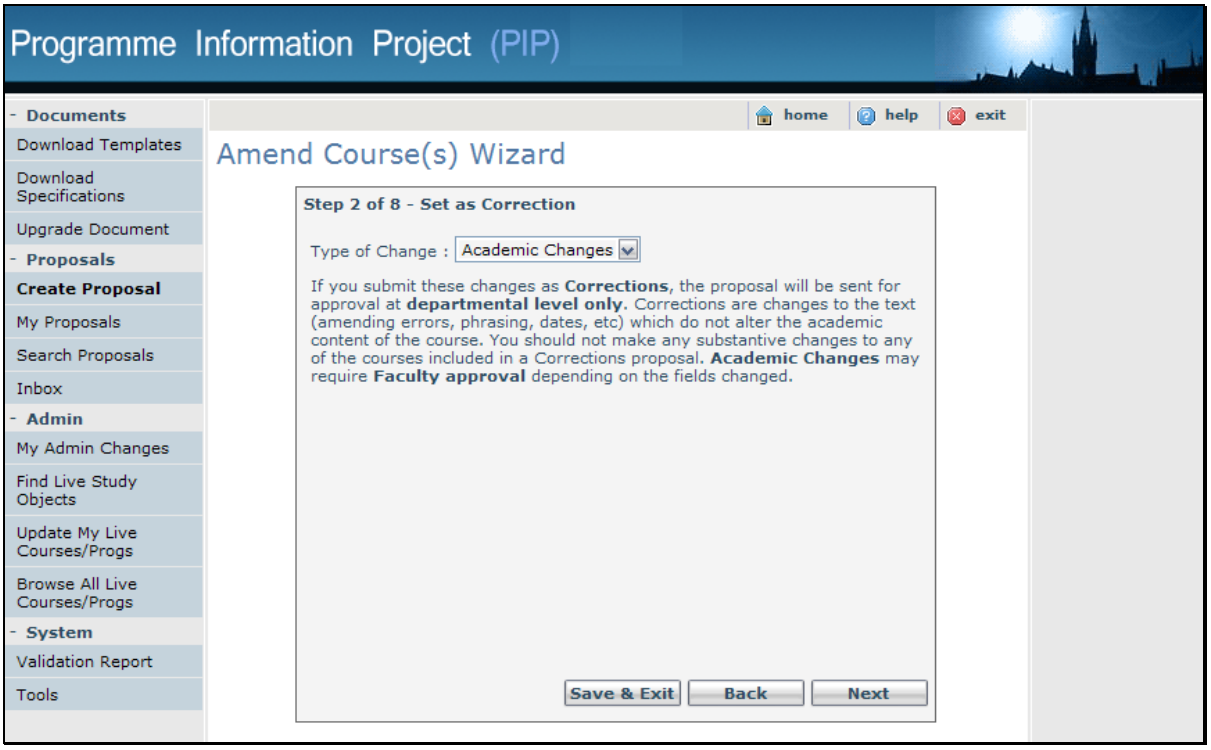
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Update My Live Courses/Progs
Browse All Live Courses/Progs
- System
Validation Report
Tools
home
help
exit
Create Proposal
In order to:
introduce new courses or programmes
or
amend or withdraw existing courses and programmes
you must create a proposal and submit it to the University's approval process.
Please select the type of proposal you would like to create from the Options bar to the right.
If you're not very familiar with PIP or haven't used it for a while then you should click on one of the Proposal Wizard options. This will take you through the proposal creation process one step at a time.
Alternatively, you can create the proposal in a single step by clicking on one of the One Step Proposal options.
Options...
Proposal Wizards
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programmes(s)
Withdraw Course/Programme (s)
One-Step Proposals
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programme (s)

Step 1
Clicking on the *Amend Course(s)* wizard opens the *Amend Course(s) Wizard* Screen and begins taking you through the step by step process of creating a PIP proposal for amending a course. Once you have read the *Preparation* information click on the ***Start*** button to continue to the next step.

Step 2

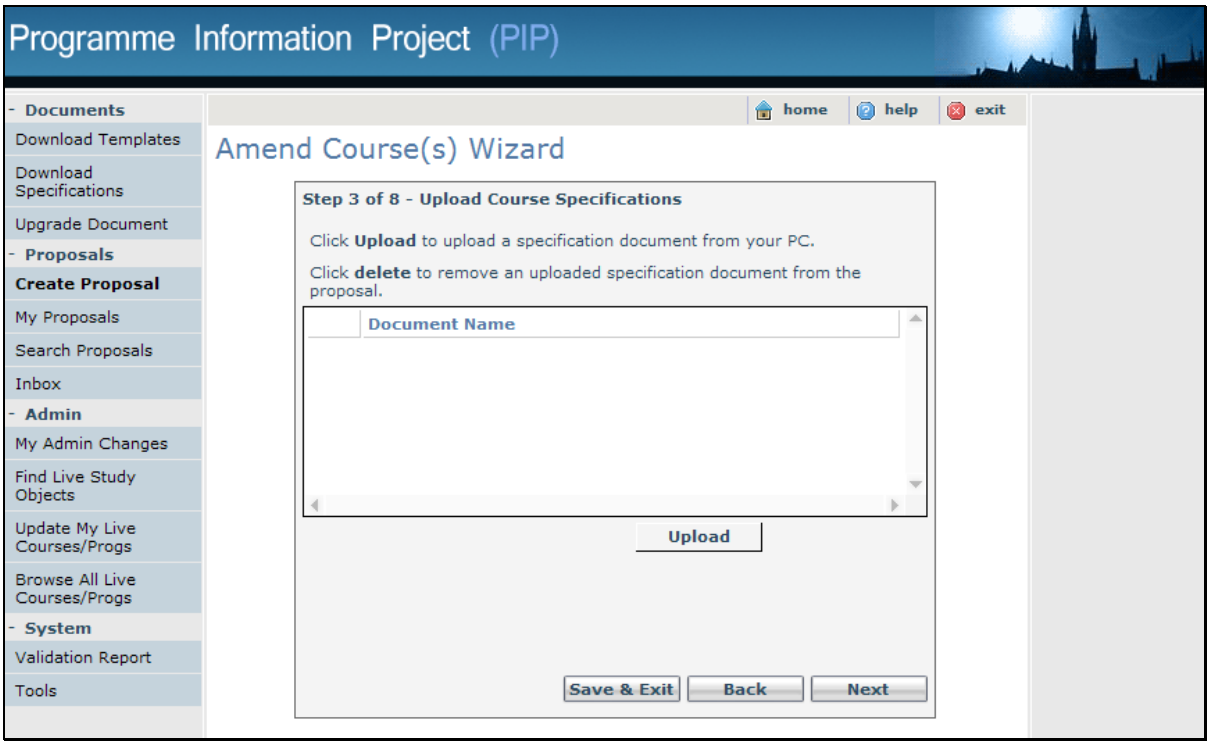
Step 2 asks you to identify the type of change you are making to the existing course. The *Type of Change* field requires you to select the change type from the drop down list. The choice is *Academic Change* or *Correction* both of these are described on the page.

All changes for the current session will be processed as a *correction* to the course. There are restrictions on which fields can be changed in a course and which fields can change during the current session.


Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Update My Live Courses/Progs
Browse All Live Courses/Progs
- System
Validation Report
Tools
home
help
exit
Amend Course(s) Wizard
Step 2 of 8 - Set as Correction
Type of Change : Academic Changes
If you submit these changes as Corrections, the proposal will be sent for approval at departmental level only. Corrections are changes to the text (amending errors, phrasing, dates, etc) which do not alter the academic content of the course. You should not make any substantive changes to any of the courses included in a Corrections proposal. Academic Changes may require Faculty approval depending on the fields changed.
Save & Exit
Back
Next

Step 3

Step 3 of the Amend Course Wizard invites you to upload the specification document(s) containing the amended course information.



Buttons

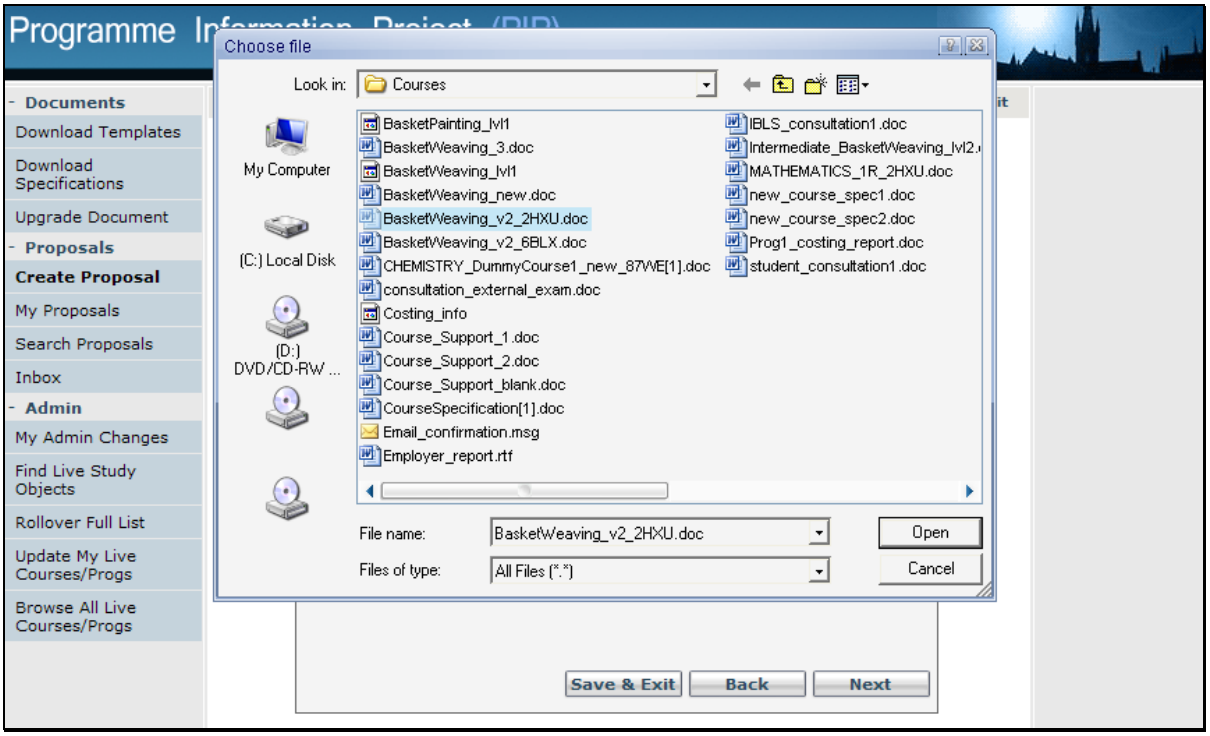
- **Save & Exit** - You can exit from this proposal at anytime by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (will not save proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at anytime to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next* button** to proceed to the next step.

To upload a specification document click on the ***Upload*** button in the centre of the screen. This will display a *"Choose file"* pop-up screen, as shown below. Select the Course Specification document you wish to upload then click on the ***Open*** button. The Course Specification document is uploaded into the PIP wizard.

PIP v**alidation** is run on the Course Specification document before it can be displayed in the list.

If the document fails validation an error message will appear telling you exactly what fields have failed the validation. To progress with the Amend Course all fields in the specification must be valid therefore you should correct the errors before progressing any further.

To correct the specification errors, open the specification document using MS Word (or similar) then edit and save the file. Repeat the upload process in Step 2 of the Wizard.



Specification documents which have been uploaded and do not have any validation errors will appear in the list *as shown below*. If you are creating more than one course, upload the additional specification document here using the same method. You may include up to 50 specifications in a single proposal.

Click the ***Next*** button to move on from *Step 3* to uploading the other required documents. **If you are submitting a *Correction* the wizard will jump to *Step 7* as the next step because you do not need to submit a Course Support Document or other documents for course corrections.**

Step 4

Each Course proposal requires a **single** Course Support Document to be included with the documentation. Please see the Download guide for instructions on how to download a Course Support Template.

Click on the ***Upload*** button to select the Course Support document you created for this proposal. Similar to the Course Specification upload, the Course Support document will be validated at this stage before it appears in the field below. Click ***Next*** to proceed with the proposal.

Step 5

Step 5 asks you to upload any consultation documents which endorse the proposal of the amended course. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a specification document. The content of the consultation documents is not validated however the files are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** button to progress to the next step.

Step 6

This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the approval of this course(s) upload the files at this stage.

To upload your other documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a specification document. Again the content of these documents is not validated however they are checked to ensure they are NOT specification files or support documents.

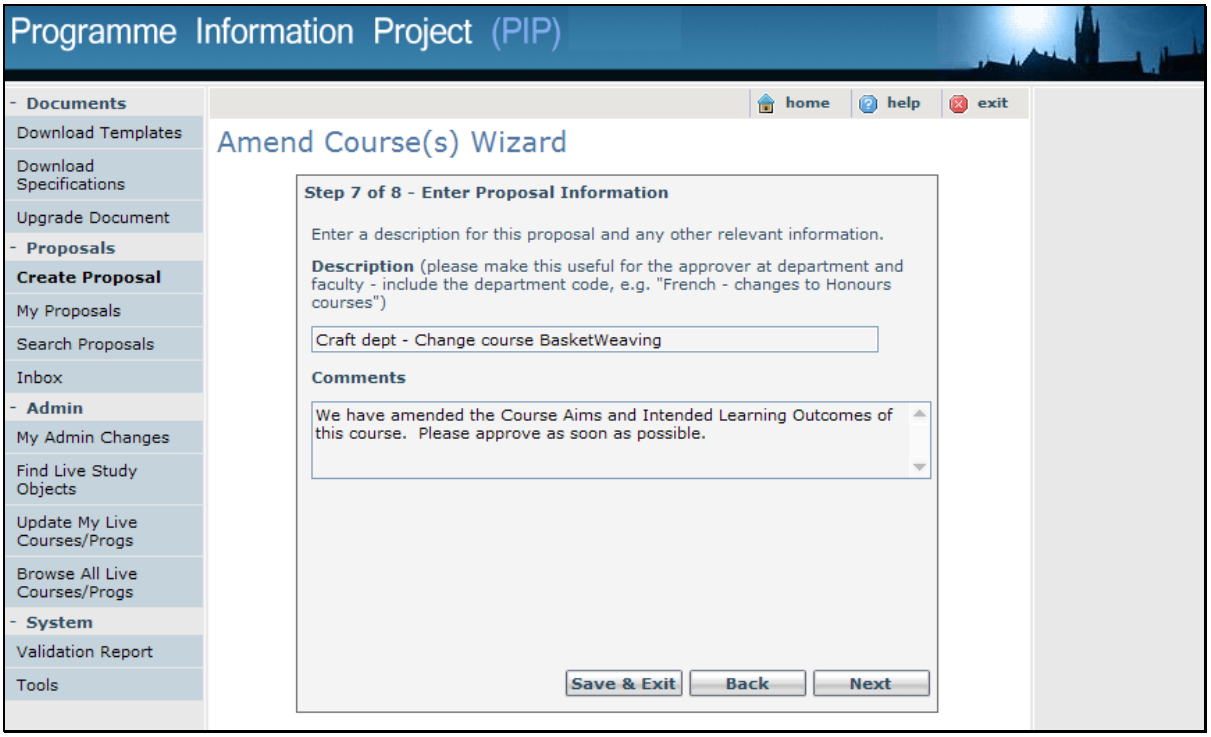
Once you have uploaded your Consultation Documents click on the ***Next*** button to progress to the next step.

Step 7

Once you have uploaded all of the required documents into the proposal or if you are submitting a Correction and jumped to *Step 7,* you need to insert a description for your proposal at this stage. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – new Honours components".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next*** button which will take you to the final step of the wizard.


Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Update My Live Courses/Progs
Browse All Live Courses/Progs
- System
Validation Report
Tools
home
help
exit
Amend Course(s) Wizard
Step 7 of 8 - Enter Proposal Information
Enter a description for this proposal and any other relevant information.
Description (please make this useful for the approver at department and faculty - include the department code, e.g. "French - changes to Honours courses")
Craft dept - Change course BasketWeaving
Comments
We have amended the Course Aims and Intended Learning Outcomes of this course. Please approve as soon as possible.
Save & Exit
Back
Next

Step 8

This is the final step of the Amend Course(s) Wizard and the last action required to submit a proposal into PIP.

You can use the ***Back*** button at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit*** button to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval*** button to submit your proposal to the approval process.

The confirmation screen will display the ID of your new proposal. Please note this for future reference.

Amend Course – One-Step

As mentioned previously there are 2 ways to create an amend course in PIP. The first method is a step by step wizard which is recommended for those who are new to PIP or haven't used it for a while. The second method is a one-step screen which is easier for regular PIP users.

Amend Course One-Step Proposal

In order to submit a proposal to create a new course you will need to provide a completed *Course Specification,* a *Course Support Document,* optional consultation documents and other relevant documents. The Specification and Support Documents are available to download from the PIP system (please refer to the Download guide for detailed instructions).

The One-Step Proposal creation screen is accessed from the *Create Proposal* screen via the Sub Option menu on the right hand side on your screen. Click on the ***Amend Course(s)*** option under the *One-Step Proposal* heading to access the One-Step Proposal screen.

The One-Step Proposal screen for Amend Course(s) contains the instructions for submitting an amend course proposal and four fields.

ALL of the required documentation should be uploaded into the first table. This includes the Course Specification and Course Support Document as a minimum. If you have consultation documents or other relevant documents these files should also be uploaded here.

To insert your files into the table, click on the ***Upload*** button and select your file(s) from the "Choose file" pop-up screen. *Microsoft Windows will only allow one document to be selected at a time so you will need to repeat this process for each file.*

PIP v**alidation** is run on each document immediately after it is uploaded therefore it must pass validation before it is displayed in the table.

If the document fails validation an error message will appear telling you exactly what fields have failed the validation. **To progress with the Amend Course all fields in the specification and support documents must be valid therefore you should correct the errors before progressing any further.**

To correct the any errors, open the document using MS Word (or similar) then edit and save the file. Repeat the upload process to upload your amended file.

PIP asks that you differentiate between "Consultation" documents and "Other" documents by selecting the *Document Type* from the drop down list which will appear next to any document which is NOT a specification document or a support document.

Once you have uploaded all of the required documents into the table you must insert a description for the proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – new Honours components".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

You can use the ***Cancel*** button at the top of the screen to exit the proposal without saving it or you can click the ***Save*** button to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval*** button to submit your proposal to the approval process.

Amend Programme Proposal

In This Section

- How to make changes to programmes and submit the changes for approval.

To amend a programme or programmes you must create an Amend Programme Proposal via PIP. However, before you do this you must ensure that you have the correct documentation for the programmes you wish to amend i.e. Programme Specifications and a Programme Support Document as listed above.

Existing specifications and a support document template should be downloaded from the PIP system. Please refer to the Download guide for help downloading blank templates or existing specification documents.

Amend Programme - Wizard

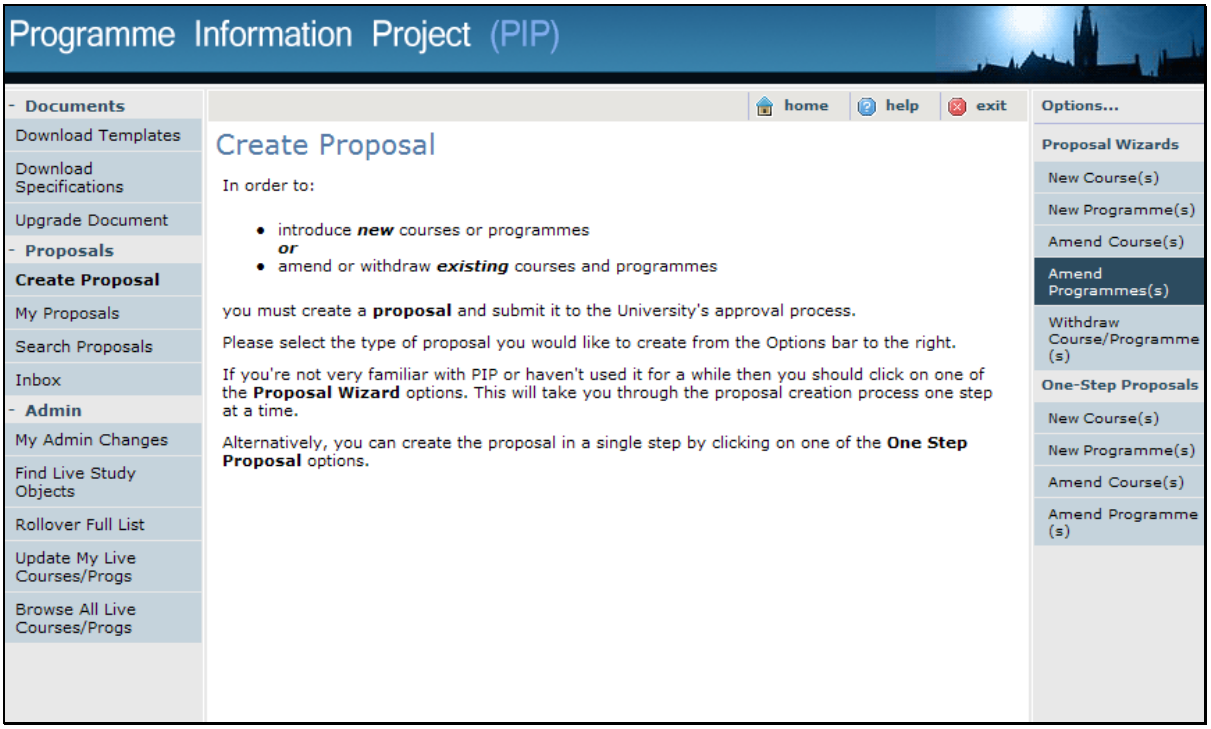
There are two ways to create an Amend Programme Proposal in PIP. The first method is a step by step wizard which is recommended for those who are new to PIP or haven't used it for a while. The second method is a one-step screen which is easier for regular PIP users.

Amend Programme Wizard

In order to submit a proposal to amend a programme you will need to use the existing *Programme Specification (which you will amend)* and a completed *Programme Support Document template*. These are available to download from the PIP system (see the **Download Templates and Existing Specifications** section).

From the PIP Welcome Screen, click on the menu item ***Create Proposal*** on the left hand side of the screen.

The *Create Proposal* screen allows you to choose which type of proposal you would like to create. From the *Create Proposal* screen look to the sub option menu which appears on the ride hand side of your screen, under the *Proposal Wizards* heading and click on ***Amend Programme(s)*** option (as shown below).


Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Rollover Full List
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Create Proposal
In order to:
introduce new courses or programmes
or
amend or withdraw existing courses and programmes
you must create a proposal and submit it to the University's approval process.
Please select the type of proposal you would like to create from the Options bar to the right.
If you're not very familiar with PIP or haven't used it for a while then you should click on one of the Proposal Wizard options. This will take you through the proposal creation process one step at a time.
Alternatively, you can create the proposal in a single step by clicking on one of the One Step Proposal options.
Options...
Proposal Wizards
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programmes(s)
Withdraw Course/Programme (s)
One-Step Proposals
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programme (s)

Step 1

Clicking on the *Amend Programme(s)* wizard opens the *Amend Programme(s) Wizard* Screen and begins taking you through the step by step process of creating a PIP proposal for amending a programme. Once you have read the *Preparation* information click on the ***Start*** button to continue to the next step.

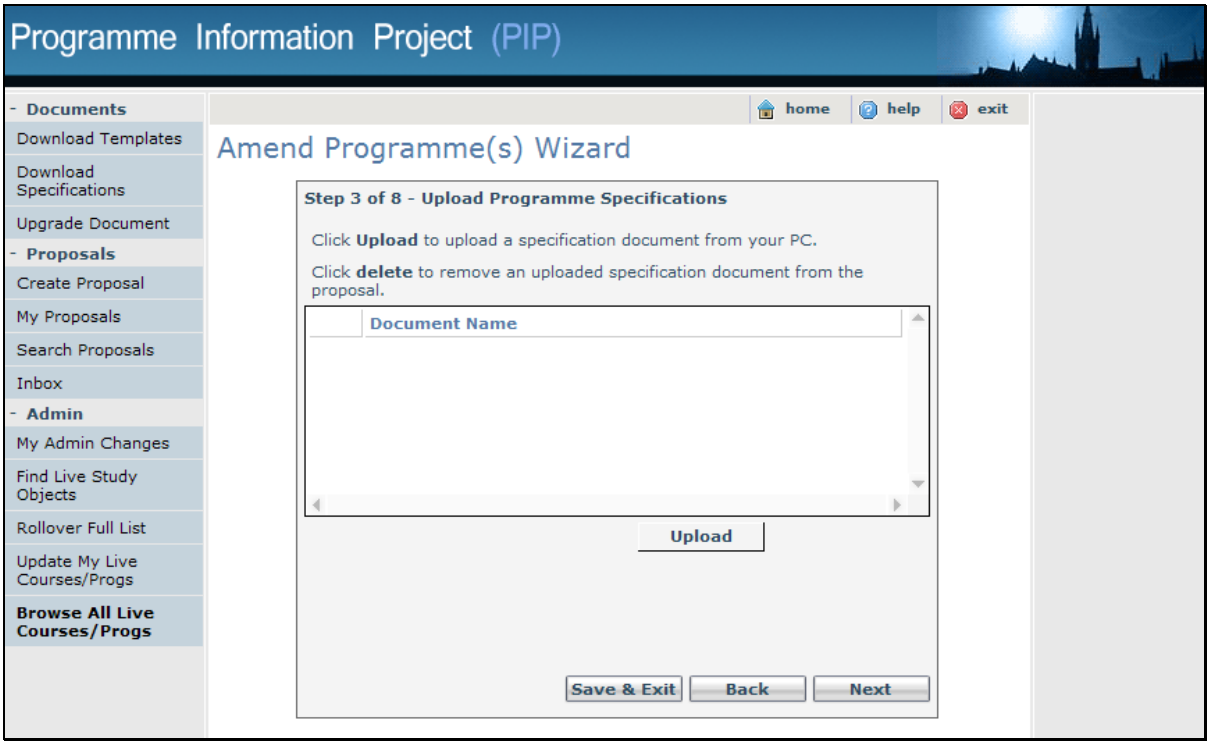
Step 2

Step 2 asks you to identify the type of change you are making to the existing programme. The *Type of Change* field requires you to select the change type from the drop down list. The choice is *Academic Change* or *Correction* both of these are described on the page.

All changes for the current session will be processed as a *correction* to the programme. There are restrictions on which fields can be changed in a programme and which fields can change during the current session.

Step 3

Step 3 of the Amend Programme Wizard invites you to upload the specification document(s) containing the amended programme information.



Buttons

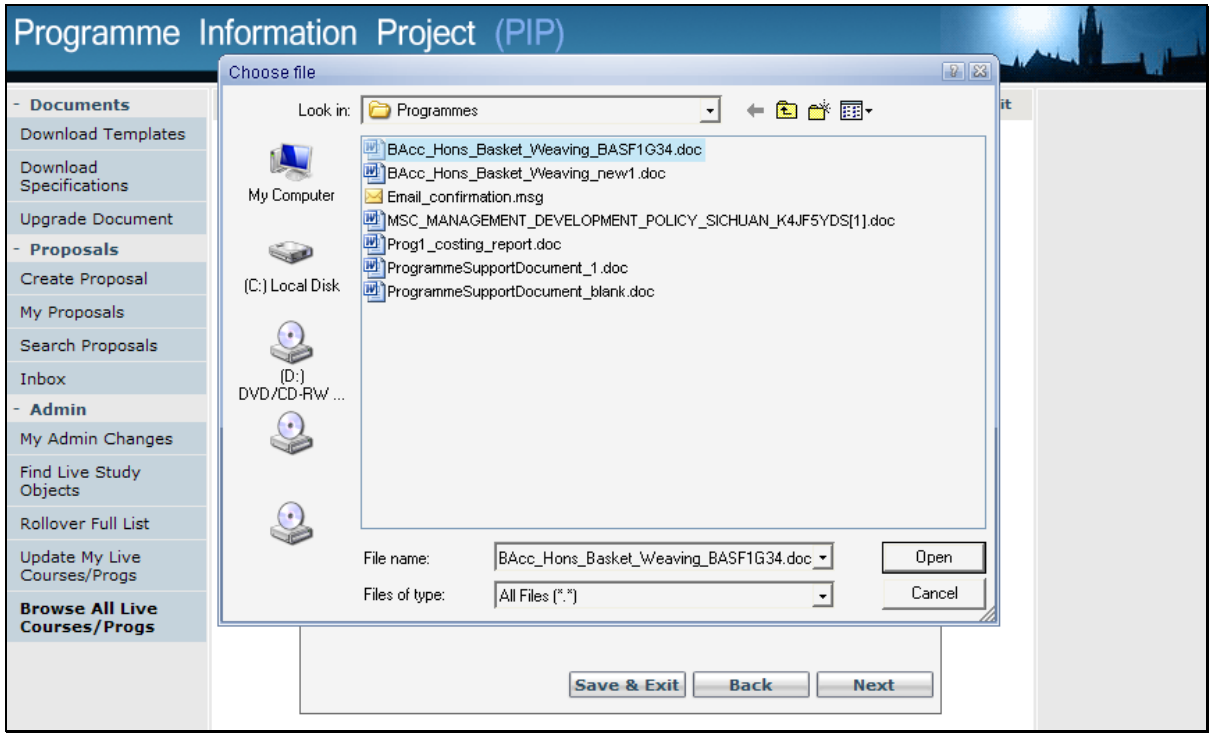
- **Save & Exit** - You can exit from this proposal at anytime by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (will not save proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at anytime to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next* button** to proceed to the next step.

To upload a specification document click on the ***Upload*** button in the centre of the screen. This will display a *"Choose file"* pop-up screen, as shown below. Select the Programme Specification document you wish to upload then click on the ***Open*** button. The Programme Specification document is uploaded into the PIP wizard.

PIP v**alidation** is run on the Programme Specification document before it can be displayed in the list.

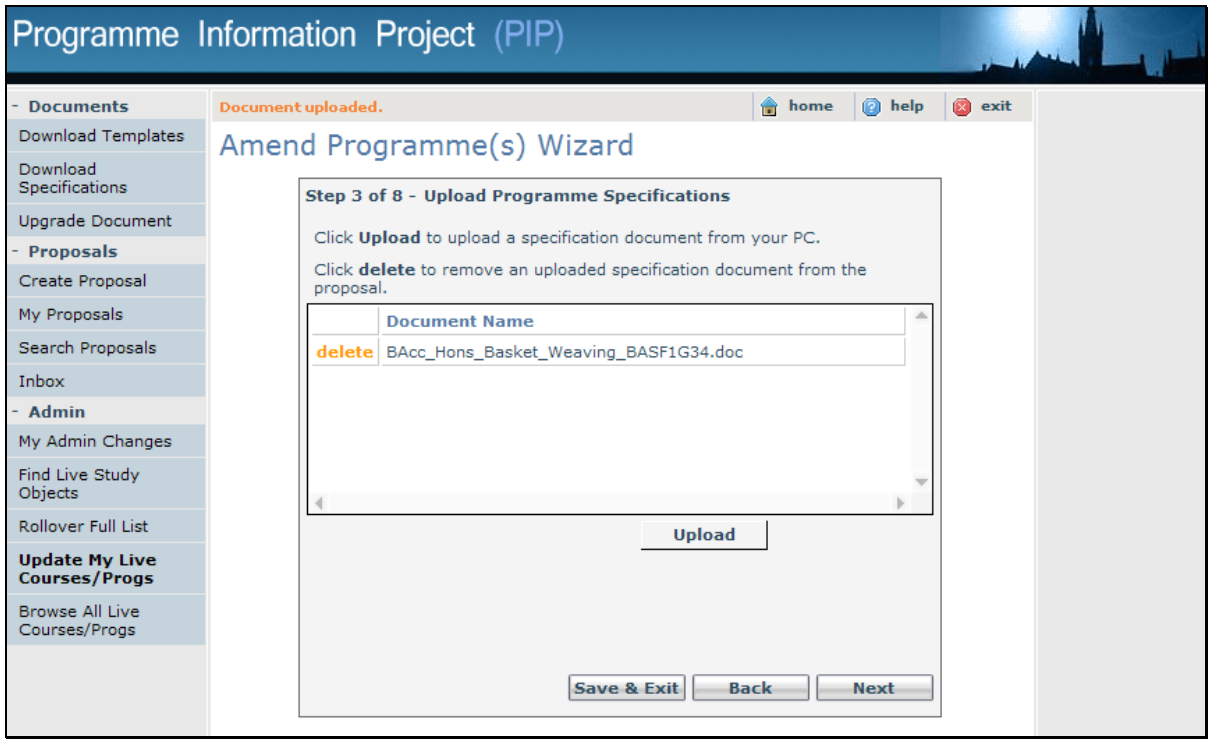
If the document fails validation an error message will appear telling you exactly what fields have failed the validation. To progress with the Amend Programme all fields in the specification must be valid therefore you should correct the errors before progressing any further.

To correct the specification errors, open the specification document using MS Word (or similar) then edit and save the file. Repeat the upload process in Step 2 of the Wizard.



Specification documents which have been uploaded and do not have any validation errors will appear in the list *as shown below*. If you are creating more than one programme, upload the additional specification document here using the same method. You may include up to 50 specifications in a single proposal.

Click the ***Next*** button to move on from *Step 3* to uploading the other required documents. **If you are submitting a *Correction* the wizard will jump to *Step 7* as the next step because you do not need to submit a Programme Support Document or other documents for programme corrections.**



Step 4

Each Programme proposal requires a **single** Programme Support Document to be included with the documentation. Please see the Download guide for instructions on how to download a Programme Support Template.

Click on the ***Upload*** button to select the Programme Support document you created for this proposal. Similar to the Programme Specification upload, the Programme Support document will be validated at this stage before it appears in the field below. Click ***Next*** to proceed with the proposal.

Step 5

Step 5 asks you to upload any consultation documents which endorse the proposal of the amended programme. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a specification document. The content of the consultation documents is not validated however the files are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** button to progress to the next step.

Step 6

This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the approval of this programme(s) upload the files at this stage.

To upload your other documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a specification document. Again the content of these documents is not validated however they are checked to ensure they are NOT specification files or support documents.

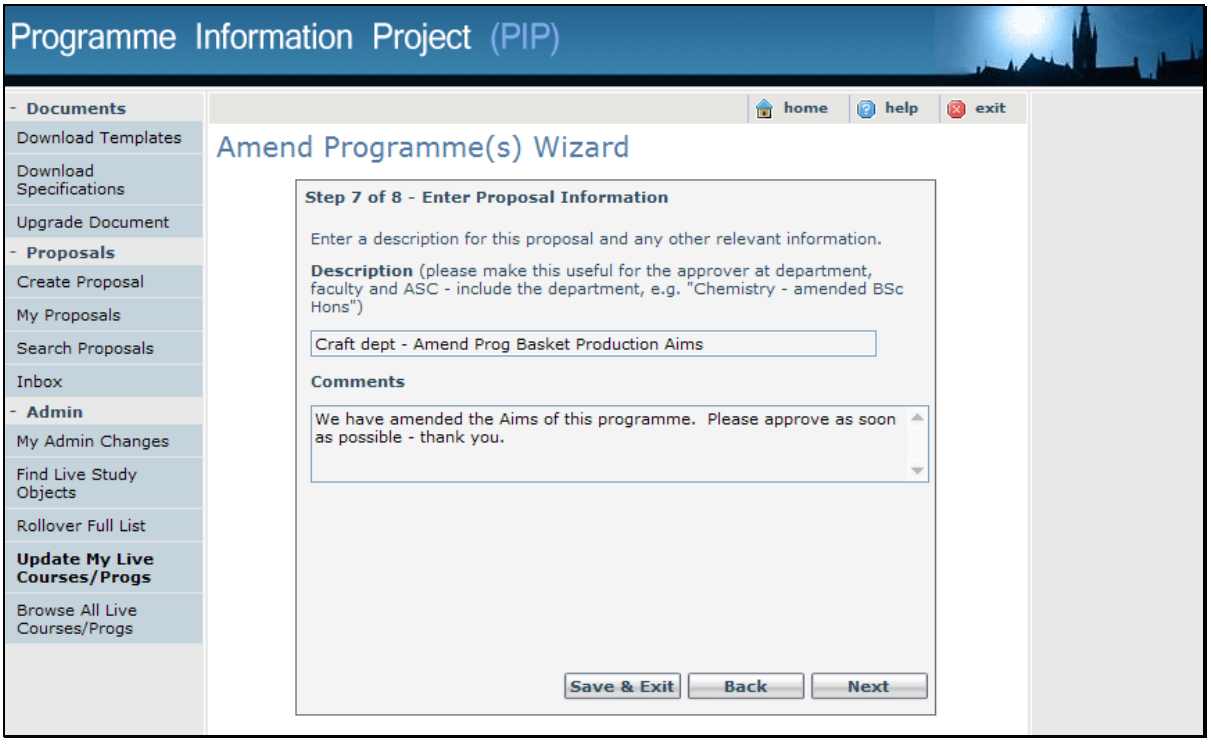
Once you have uploaded your Consultation Documents click on the ***Next*** button to progress to the next step.

Step 7

Once you have uploaded all of the required documents into the proposal or if you are submitting a Correction and jumped to *Step 7,* you need to insert a description for your proposal at this stage. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – new Honours components".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next*** button which will take you to the final step of the wizard.


Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Find Live Study Objects
Rollover Full List
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Amend Programme(s) Wizard
Step 7 of 8 - Enter Proposal Information
Enter a description for this proposal and any other relevant information.
Description (please make this useful for the approver at department, faculty and ASC - include the department, e.g. "Chemistry - amended BSc Hons")
Craft dept - Amend Prog Basket Production Aims
Comments
We have amended the Aims of this programme. Please approve as soon as possible - thank you.
Save & Exit
Back
Next

Step 8

This is the final step of the Amend Programme(s) Wizard and the last action required to submit a proposal into PIP.

You can use the ***Back*** button at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit*** button to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval*** button to submit your proposal to the approval process.

The confirmation screen will display the ID of your new proposal. Please note this for future reference.

Amend Programme – One-Step

As mentioned previously there are two ways to create an amend programme in PIP. The first method is a step by step wizard which is recommended for those who are new to PIP or haven't used it for a while. The second method is a one-step screen which is easier for regular PIP users.

Amend Programme One-Step Proposal

In order to submit a proposal to create a new programme you will need to provide a completed *Programme Specification,* a *Programme Support Document,* optional consultation documents and other relevant documents. The Specification and Support Documents are available to download from the PIP system (please refer to the Download guide for detailed instructions).

The One-Step Proposal creation screen is accessed from the *Create Proposal* screen via the Sub Option menu on the right hand side on your screen. Click on the ***Amend Programme(s)*** option under the *One-Step Proposal* heading to access the One-Step Proposal screen.

The One-Step Proposal screen for Amend Programme(s) contains the instructions for submitting a amend programme proposal and four fields.

ALL of the required documentation should be uploaded into the first table. This includes the Programme Specification and Programme Support Document as a minimum. If you have consultation documents or other relevant documents these files should also be uploaded here.

To insert your files into the table, click on the ***Upload*** button and select your file(s) from the "Choose file" pop-up screen. *Microsoft Windows will only allow one document to be selected at a time so you will need to repeat this process for each file.*

PIP v**alidation** is run on each document immediately after it is uploaded therefore it must pass validation before it is displayed in the table*.*

If the document fails validation an error message will appear telling you exactly what fields have failed the validation. **To progress with the Amend Programme all fields in the specification and support documents must be valid therefore you should correct the errors before progressing any further.**

To correct the any errors, open the document using MS Word (or similar) then edit and save the file. Repeat the upload process to upload your amended file.

PIP asks that you differentiate between "Consultation" documents and "Other" documents by selecting the *Document Type* from the drop down list which will appear next to any document which is NOT a specification document or a support document.

Once you have uploaded all of the required documents into the table you must insert a description for the proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – new Honours components".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

You can use the ***Cancel*** button at the top of the screen to exit the proposal without saving it or you can click the ***Save*** button to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval*** button to submit your proposal to the approval process.

Withdraw/Unwithdraw Courses/Programmes

In This Section

- How to withdraw or unwithdraw courses and programmes.

You can submit a proposal to withdraw any course or programme. You can also unwithdraw (that is, reinstate) courses and programmes which have been previously withdrawn by yourself or others.

In order to submit a withdrawal/unwithdrawal for approval, no specification or support documents are required. You may wish to supply the following optional documentation:

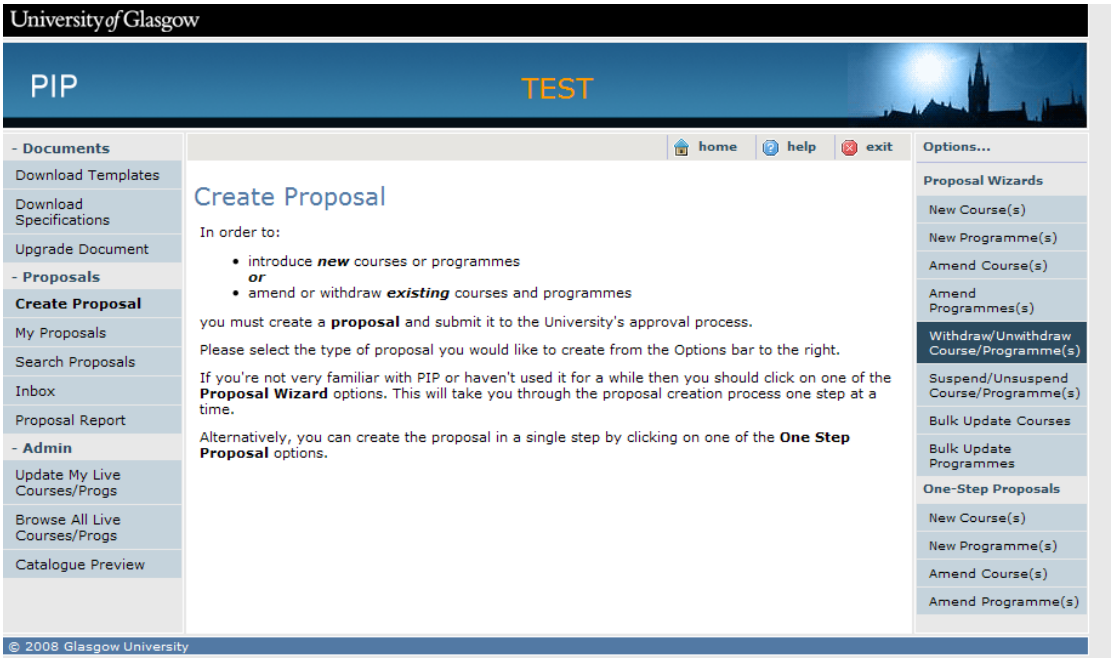
- Consultation or other documents

Withdraw Courses/Programmes - Wizard

There is only one way to create a withdrawal proposal in PIP. Unlike the New and Amend procedures, there is no one-step screen, only a wizard. It is possible to withdraw both courses and programmes in the same proposal, again unlike the New and Amend procedures, so there is only one withdrawal wizard.

From the PIP Welcome Screen, click on the menu item ***Create Proposal*** on the left hand side of the screen.

The *Create Proposal* screen allows you to choose which type of proposal you would like to create. From the *Create Proposal* screen look to the sub option menu which appears on the ride hand side of your screen, under the *Proposal Wizards* heading and click on the ***Withdraw/Unwithdraw Course/Programme(s)*** option (as shown below).


University of Glasgow
PIP
TEST
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
Proposal Report
- Admin
Update My Live Courses/Progs
Browse All Live Courses/Progs
Catalogue Preview
home
help
exit
Create Proposal
In order to:
introduce new courses or programmes
or
amend or withdraw existing courses and programmes
you must create a proposal and submit it to the University's approval process.
Please select the type of proposal you would like to create from the Options bar to the right.
If you're not very familiar with PIP or haven't used it for a while then you should click on one of the Proposal Wizard options. This will take you through the proposal creation process one step at a time.
Alternatively, you can create the proposal in a single step by clicking on one of the One Step Proposal options.
Options...
Proposal Wizards
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programmes(s)
Withdraw/Unwithdraw Course/Programme(s)
Suspend/Unsuspend Course/Programme(s)
Bulk Update Courses
Bulk Update Programmes
One-Step Proposals
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programme(s)
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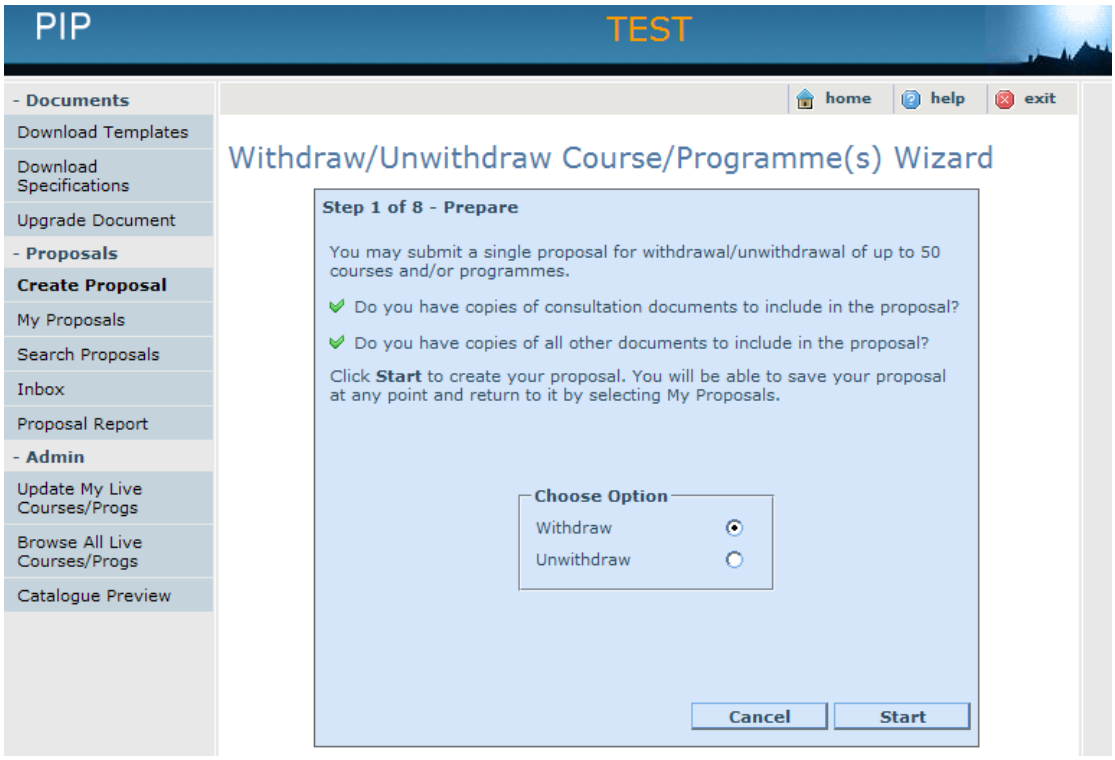
Step 1

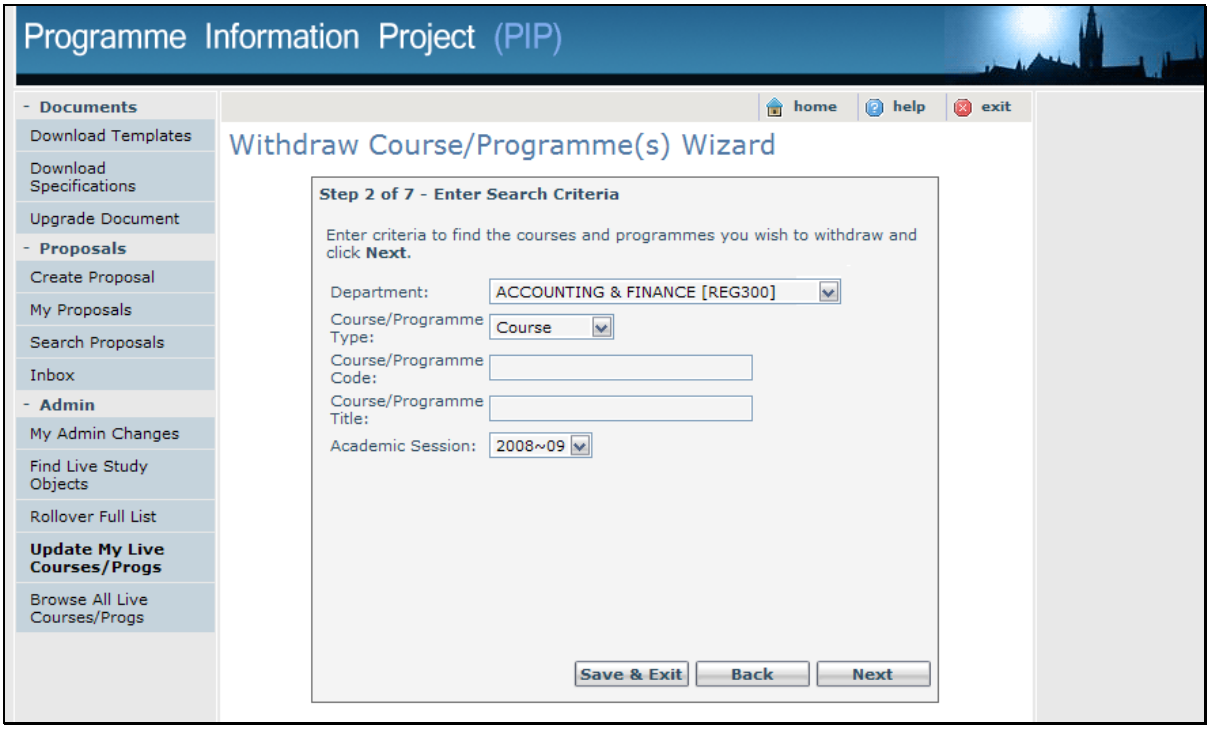
Clicking on the *Withdraw/Unwithdraw Course/Programme(s)* option opens the wizard and begins taking you through the step by step process of creating a PIP proposal for a withdrawal or unwithdrawal. Once you have read the *Preparation* information, select

Withdraw to withdraw courses and/or programmes and then click on the ***Start*** *button* to continue to the next step.



Step 2

Step 2 of the wizard invites you to search for the courses and/or programmes you wish to withdraw.



You have the following search options and you must specify at least one:

- ***School*** – if you have more than one School, select the relevant one. A single proposal can only include courses and programmes from one School.
- ***Course/Programme Type*** drop down list – to choose which type of item you wish to withdraw (Course or Programme or Both)
- ***Course/Programme Code*** – if you know the code of the course or programme you are looking for, you can enter it here.
- ***Course/Programme Title*** – you can enter key words from the course or programme title to search for a specific course or programme.
- ***Academic Session*** – you can enter the academic session this proposal applies to, e.g. 2008~09 (this will always be in *YYYY-YY* format). A single proposal can only include courses and programmes from one academic session. **The academic session you select is the academic session from which the withdrawal will take effect.**

Once you have entered your search criteria click on the ***Search*** **button**. This will bring back a list of courses or programmes for your School.

Buttons

- **Save & Exit** - You can exit from this proposal at anytime by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (to exit without saving the proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at anytime to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next*** **button** to proceed to the next step.

Click the ***Next*** **button** to display the results of your search.

Step 3

In Step 3, all the courses and programmes which match your search criteria are listed.

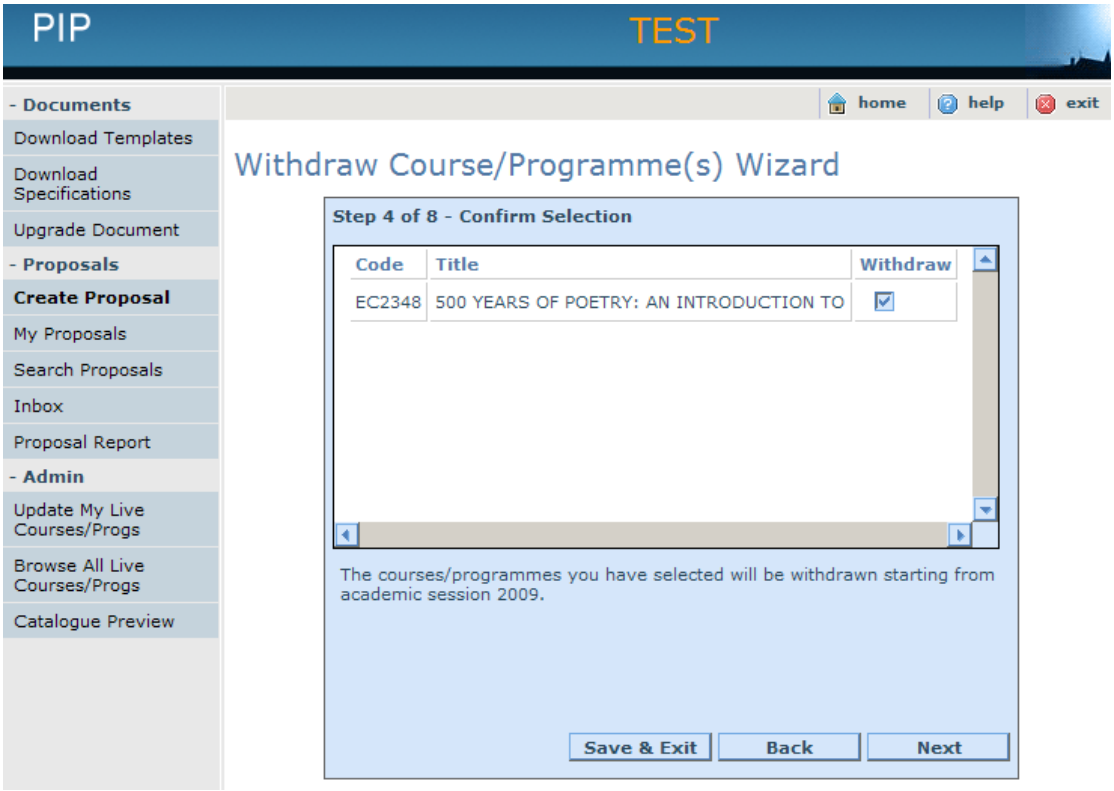
You should select the courses and/or programmes you wish to include in your withdrawal proposal by clicking on the checkboxes to the right of the courses and programmes listed. You can include up to 50 courses and/or programmes in a single proposal.

You can view the specification document of the course or programme by clicking on the '*spec*' link beside it.

Once you have selected all the courses and/or programmes to include in the proposal, click the ***Next*** **button** to move onto the next step in the wizard.

Step 4

In Step 4, the system confirms the course and/or programmes you have selected and, below this, when they will be withdrawn.



Step 5

Step 5 asks you to upload any consultation documents which endorse the proposal to withdraw the courses and/or programmes. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button. This will display a *"Choose file"* pop-up screen. Select the consultation document you wish to upload then click on the ***Open*** **button**. The document is uploaded into the PIP wizard.

The content of the consultation documents is not validated however the files are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** **button** to progress to the next step.

Step 6

This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the withdrawal of this course(s)/programme(s), upload the files at this stage.

To upload your other documents click on the ***Upload*** **button** and follow the same "Choose File" instructions as uploading a consultation document. Again the content of these documents is not validated however they are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** **button** to progress to the next step.

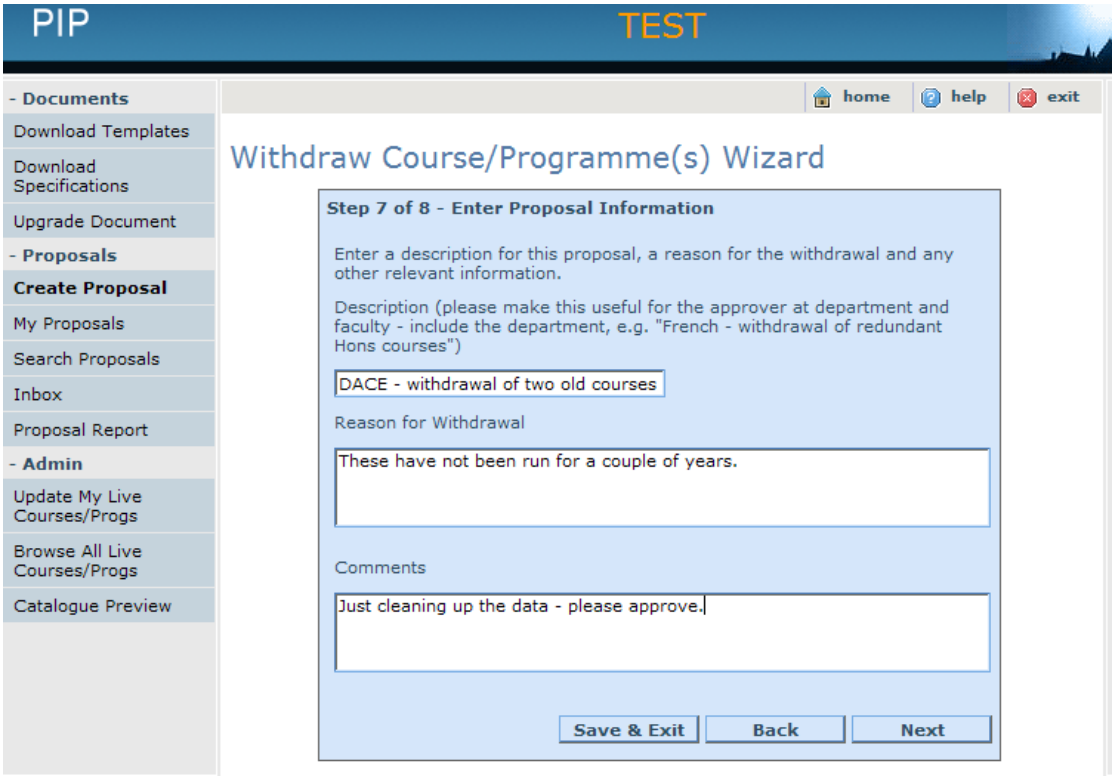
Step 7

Once you have uploaded all of the required documents into the proposal you need to enter a description for your proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. “Maths – withdrawal of 4 Honours components”.

You must also enter a Reason for the withdrawal. This will be used by the approvers to assess your proposal.

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next* button** which will take you to the final step of the wizard.



Step 8

This is the final step of the Withdraw Course/Programme(s) Wizard and the last action required to submit the proposal into PIP.

You can use the ***Back* button** at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit* button** to save your proposal if you don’t wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval* button** to submit your proposal to the approval process.

A confirmation screen will tell you the ID allocated to your proposal, which you should note for reference.

Un-Withdrawing Courses and/or Programmes

The unwithdraw facility allows you to unwithdraw (that is, reinstate) courses and programmes which have been previously withdrawn by yourself or others.

Why would I want to unwithdraw a course or programme?

The most common reason is that the course or programme has been withdrawn in error!

Step 1

Clicking on the *Withdraw/Unwithdraw Course/Programme(s)* option opens the wizard and begins taking you through the step by step process of creating a PIP proposal for either a suspension or an unsuspension. At the bottom of the screen you are given the option of choosing either Withdraw or Unwithdraw. The default is set to Withdraw. Click on the Unwithdraw radio button to select unwithdraw. Once you have read the *Preparation* information click on the ***Start** button* to continue to the next step.

Step 2

Step 2 of the wizard invites you to search for the courses and/or programmes you wish to unwithdraw.

You have the following search options and you must specify at least one:

- ***School*** – if you have more than one School, select the relevant one. A single proposal can only include courses and programmes from one School.
- ***Course/Programme Type*** drop down list – to choose which type of item you wish to withdraw (Course or Programme or Both)
- ***Course/Programme Code*** – if you know the code of the course or programme you are looking for, you can enter it here.
- ***Course/Programme Title*** – you can enter key words from the course or programme title to search for a specific course or programme.
- ***Academic Session*** – you can enter the academic session this proposal applies to, e.g. 2008~09 (this will always be in *YYYY-YY* format). A single proposal can only include courses and programmes from one academic session.

Once you have entered your search criteria click on the ***Search* button**. This will bring back a list of **withdrawn** courses or programmes for your School.

Buttons

- **Save & Exit** - You can exit from this proposal at anytime by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (to exit without saving the proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at anytime to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next* button** to proceed to the next step.

Click the ***Next* button** to display the results of your search.

Step 3

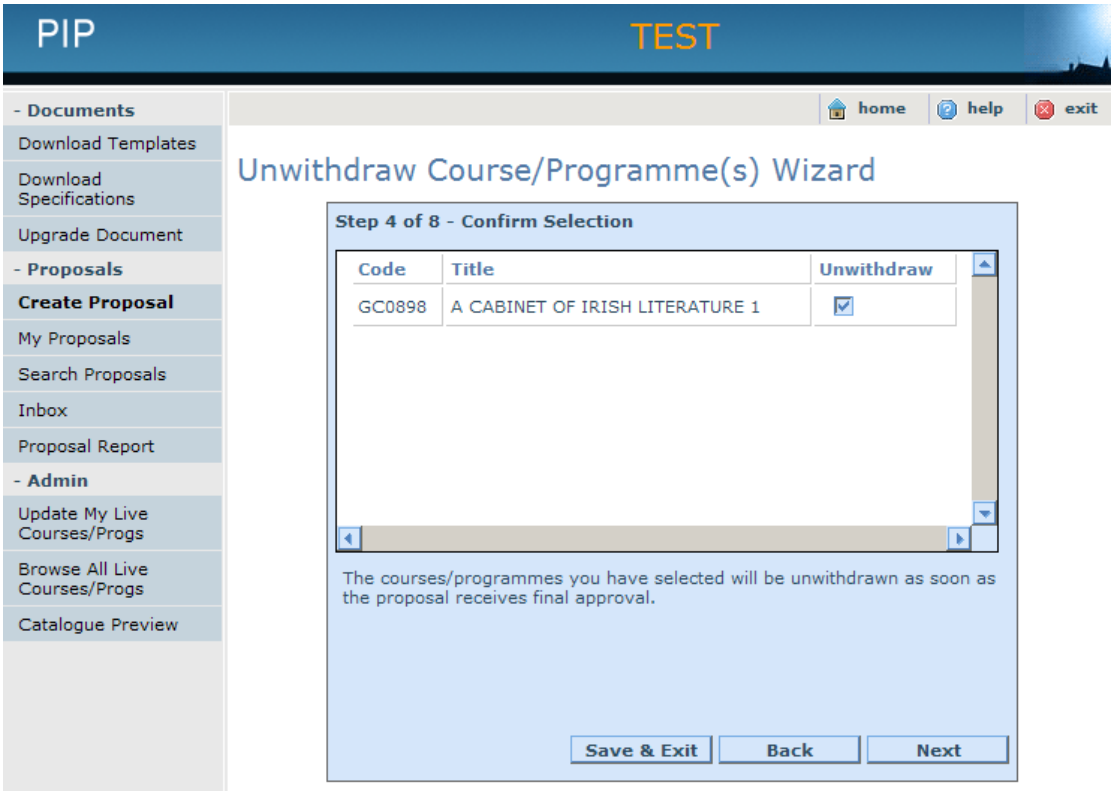
In Step 3, all the courses and programmes which match your search criteria are listed.

You should select the courses and/or programmes you wish to include in your unwithdrawal proposal by clicking on the checkboxes to the right of the courses and programmes listed. You can include up to 50 courses and/or programmes in a single proposal.

You can view the specification document of the course or programme by clicking on the '*spec*' link beside it.

Step 4

In Step 4, the system confirms the course and/or programmes you have selected and, below this, when they will be reinstated.



Step 5

Step 5 asks you to upload any consultation documents which endorse the proposal to withdraw the courses and/or programmes. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button. This will display a *"Choose file"* pop-up screen. Select the consultation document you wish to upload then click on the ***Open*** **button**. The document is uploaded into the PIP wizard.

The content of the consultation documents is not validated however the files are checked to ensure they are not specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** **button** to progress to the next step.

Step 6

This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the withdrawal of this course(s)/programme(s), upload the files at this stage.

To upload your other documents click on the ***Upload* button** and follow the same "Choose File" instructions as uploading a consultation document. Again the content of these documents is not validated however they are checked to ensure they are not specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next* button** to progress to the next step.

Step 7

Once you have uploaded all of the required documents into the proposal you need to enter a description for your proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Maths – unwithdrawal of year 1 courses".

You must also enter a Reason for the unwithdrawal. This will be used by the approvers to assess your proposal.

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next* button** which will take you to the final step of the wizard.

Step 8

This is the final step of the wizard and the last action required to submit the proposal into PIP.

You can use the ***Back* button** at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit* button** to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval* button** to submit your proposal to the approval process.

A confirmation screen will tell you the ID allocated to your proposal, which you should note for reference.

The confirmation screen will display the ID of your new proposal. Please note this for future reference.

Suspend/Unsuspend Courses/Programmes

In This Section

- How to suspend courses and programmes temporarily.

In order to submit a suspend for approval, no specification or support documents are required. You may wish to supply the following optional documentation:

- Consultation or other documents

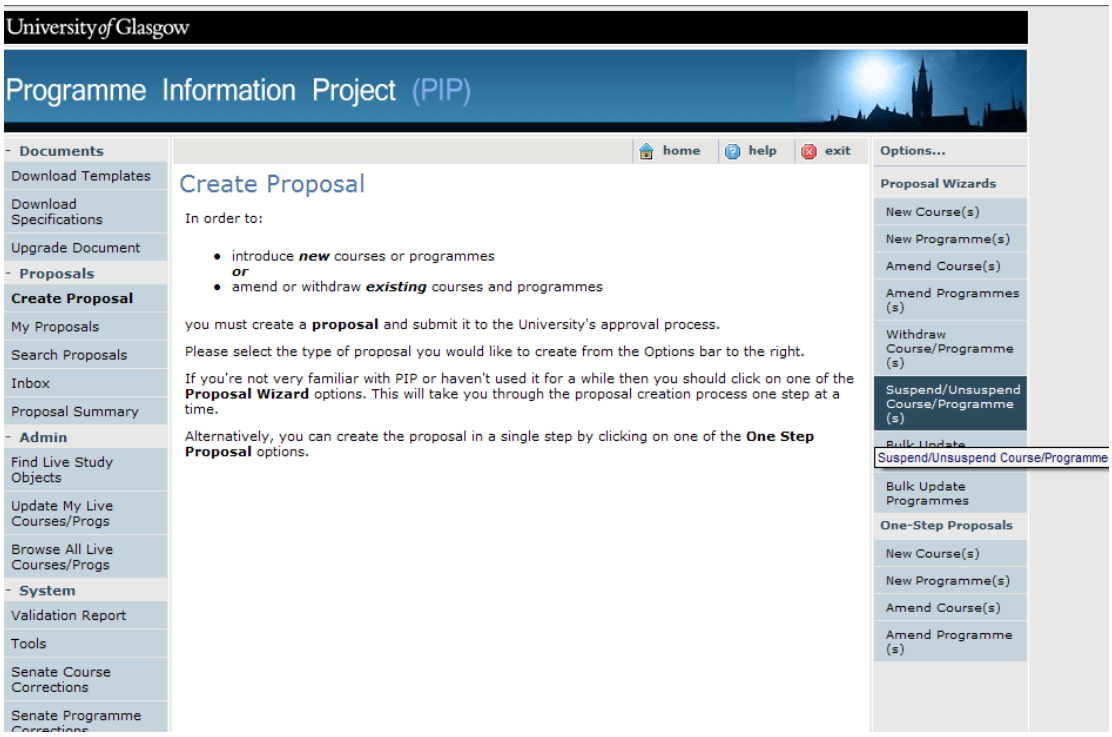
Unsuspend requires no documents.

Suspend/Unsuspend Courses/Programmes - Wizard

There is only one way to create a suspend or unsuspend proposal in PIP. Unlike the New and Amend procedures, there is no one-step screen, only a wizard. It is possible to suspend/unsuspend both courses and programmes in the same wizard.

From the PIP Welcome Screen, click on the menu item ***Create Proposal*** on the left hand side of the screen.

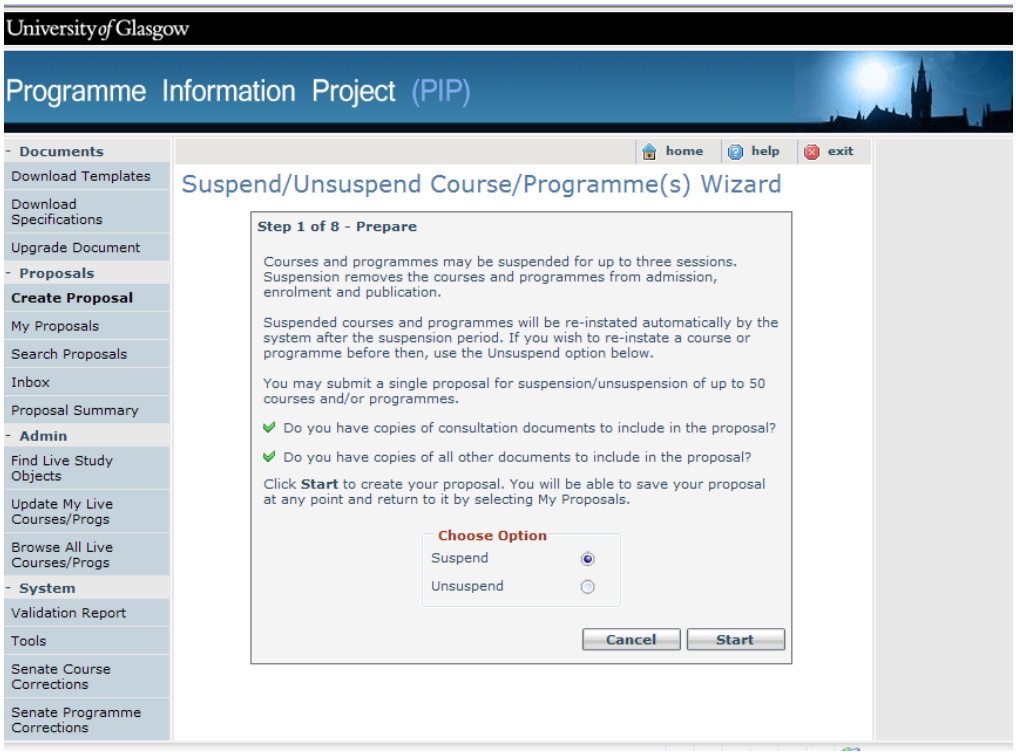
The *Create Proposal* screen allows you to choose which type of proposal you would like to create. From the *Create Proposal* screen look to the sub option menu which appears on the ride hand side of your screen, under the *Proposal Wizards* heading and click on the ***Suspend/Unsuspend Course/Programme(s)*** option (as shown below).


University of Glasgow
Programme Information Project (PIP)
Documents
Download Templates
Download Specifications
Upgrade Document
Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
Proposal Summary
Admin
Find Live Study Objects
Update My Live Courses/Progs
Browse All Live Courses/Progs
System
Validation Report
Tools
Senate Course Corrections
home
help
exit
Create Proposal
In order to:
introduce new courses or programmes
or
amend or withdraw existing courses and programmes
you must create a proposal and submit it to the University's approval process.
Please select the type of proposal you would like to create from the Options bar to the right.
If you're not very familiar with PIP or haven't used it for a while then you should click on one of the Proposal Wizard options. This will take you through the proposal creation process one step at a time.
Alternatively, you can create the proposal in a single step by clicking on one of the One Step Proposal options.
Options...
Proposal Wizards
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programmes (s)
Withdraw Course/Programme (s)
Suspend/Unsuspend Course/Programme (s)
Suspend/Unsuspend Course/Programme
Bulk Update Programmes
One-Step Proposals
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programme (s)

Suspending Courses and/or Programmes

When you suspend courses or programmes, they will not be available for enrolment for the suspension period and will be automatically re-introduced afterwards.

Step 1
Clicking on the *Suspend/Unsuspend Course/Programme(s)* option opens the *Suspend/Unsuspend Course/Programme(s) Wizard* Screen and begins taking you through the step by step process of creating a PIP proposal for either a suspension or an unsuspension.
At the bottom of the screen you are given the option of choosing either Suspend or Unsuspend. The default is set to Suspend. Once you have read the *Preparation* information click on the ***Start** button* to continue to the next step.


University of Glasgow
Programme Information Project (PIP)
home
help
exit
Documents
Download Templates
Download Specifications
Upgrade Document
Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
Proposal Summary
Admin
Find Live Study Objects
Update My Live Courses/Progs
Browse All Live Courses/Progs
System
Validation Report
Tools
Senate Course Corrections
Senate Programme Corrections
Suspend/Unsuspend Course/Programme(s) Wizard
Step 1 of 8 - Prepare
Courses and programmes may be suspended for up to three sessions. Suspension removes the courses and programmes from admission, enrolment and publication.
Suspended courses and programmes will be re-instated automatically by the system after the suspension period. If you wish to re-instate a course or programme before then, use the Unsuspend option below.
You may submit a single proposal for suspension/unsuspension of up to 50 courses and/or programmes.
Do you have copies of consultation documents to include in the proposal?
Do you have copies of all other documents to include in the proposal?
Click Start to create your proposal. You will be able to save your proposal at any point and return to it by selecting My Proposals.
Choose Option
Suspend
Unsuspend
Cancel
Start

Step 2

Step 2 of the Suspend Course/Programme(s) Wizard invites you to search for the courses and/or programmes you wish to suspend.

You have the following search options and you must specify at least one:

- ***School*** – if you have more than one School, select the relevant one. A single proposal can only include courses and programmes from one School.
- ***Course/Programme Type*** drop down list – to choose which type of item you wish to suspend (Course or Programme or Both)
- ***Course/Programme Code*** – if you know the code of the course or programme you are looking for, you can enter it here.
- ***Course/Programme Title*** – you can enter key words from the course or programme title to search for a specific course or programme.
- ***Suspension Start Academic Session*** – you can enter the academic session this suspension starts in, e.g. 2008~09 (this will always be in *YYYY-YY* format). A single proposal can only include courses and programmes to be suspended from the same academic session.

Once you have entered your search criteria click on the ***Next* button**. This will bring back a list of courses or programmes for your School.

Buttons

- **Save & Exit** - You can exit from this proposal at anytime by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (to exit without saving the proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at anytime to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next* button** to proceed to the next step.

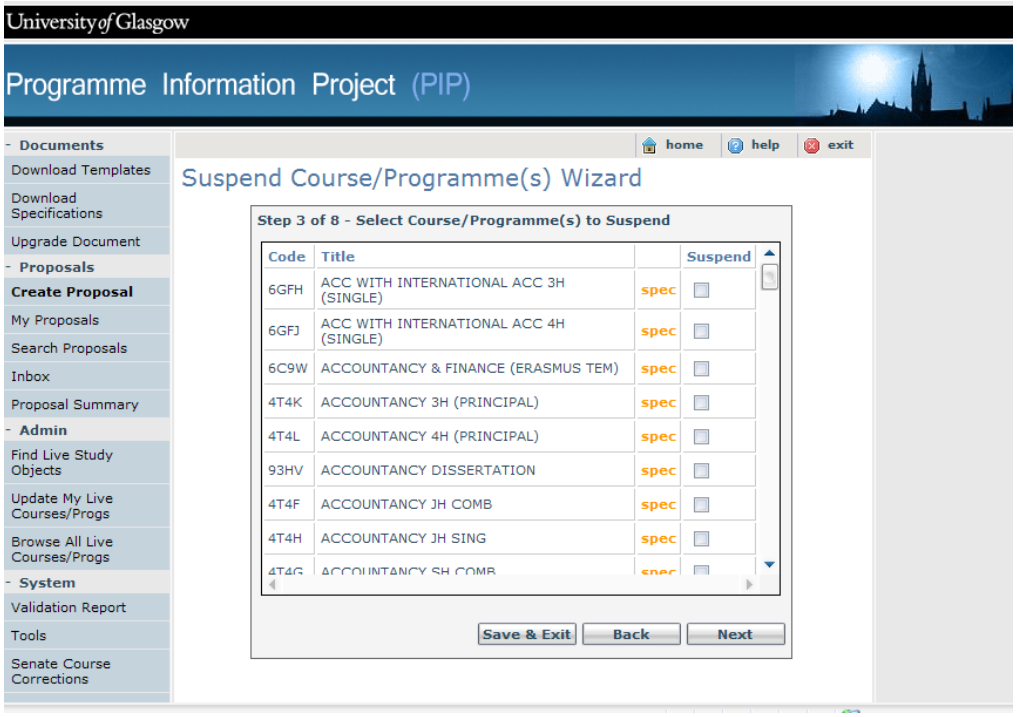
Click the ***Next* button** to display the results of your search.

Step 3

In Step 3, all the courses and programmes which match your search criteria are listed.

You should select the courses and/or programmes you wish to include in your suspend proposal by clicking on the checkboxes to the right of the courses and programmes listed. You can include up to 50 courses and/or programmes in a single proposal.

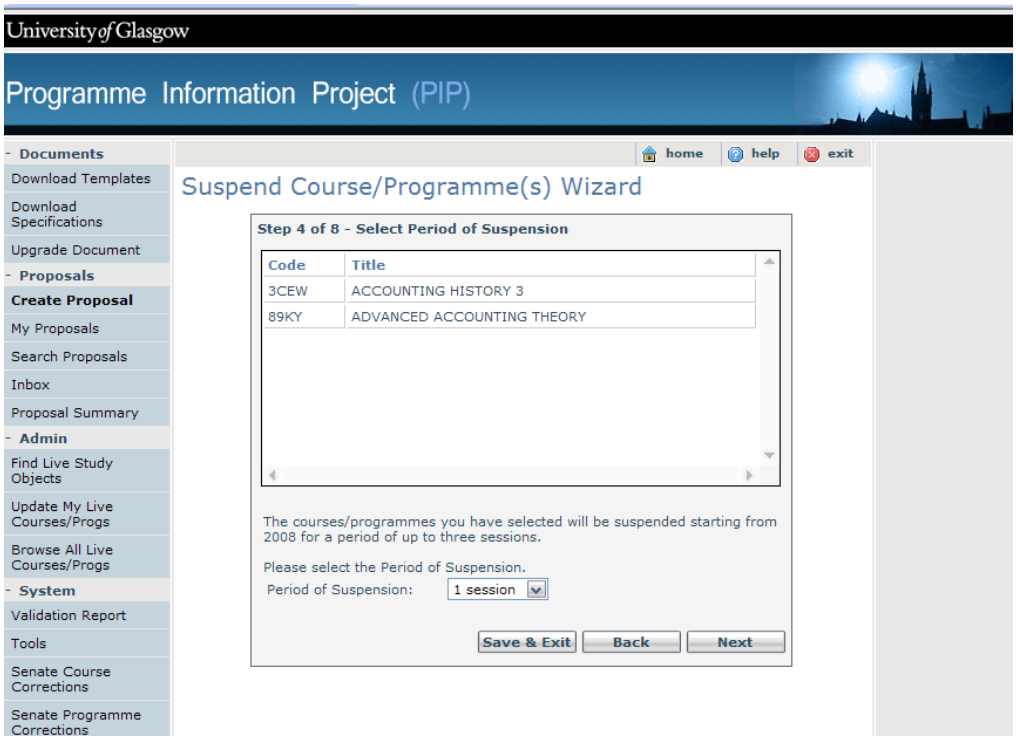
You can view the specification document of the course or programme by clicking on the '*spec*' link beside it.



Once you have selected all the courses and/or programmes to include in the proposal, click the ***Next* button** to move onto the next step in the wizard.

Step 4

You will see a list of the courses and/or programmes you have chosen to suspend. You can then choose the period of suspension you wish to set for all of them. The period of suspension ranges from 1 session to 3 sessions. The period of 1 session is set by default. Either click on the dropdown to select an alternative period of suspension or click on the ***Next* button** to progress to the next step.



Step 5

Step 5 asks you to upload any consultation documents which endorse the proposal to suspend the courses and/or programmes. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button. This will display a *"Choose file"* pop-up screen. Select the consultation document you wish to upload then click on the ***Open*** **button**. The document is uploaded into the PIP wizard.

The content of the consultation documents is not validated however the files are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** **button** to progress to the next step.

Step 6

This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the suspension of this course(s)/programme(s), upload the files at this stage.

To upload your other documents click on the ***Upload*** **button** and follow the same "Choose File" instructions as uploading a consultation document. Again the content of these documents is not validated however they are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** **button** to progress to the next step.

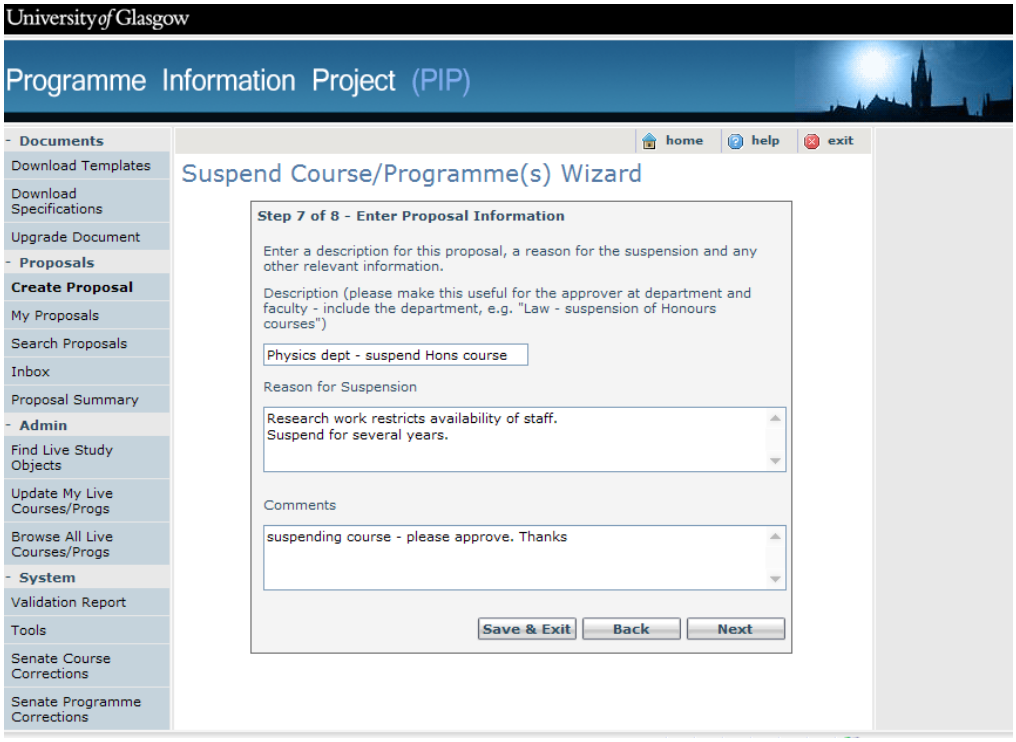
Step 7

Once you have uploaded all of the required documents into the proposal you need to enter a description for your proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. “Maths – suspension of 4 Honours components”.

You must also enter a reason for the suspension. This will be used by the approvers to assess your proposal.

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next* button** which will take you to the final step of the wizard.



Step 8

This is the final step of the Suspend Course/Programme(s) Wizard and the last action required to submit the proposal into PIP.

You can use the ***Back* button** at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit* button** to save your proposal if you don’t wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval* button** to submit your proposal to the approval process.

The confirmation screen will display the ID of your new proposal. Please note this for future reference.

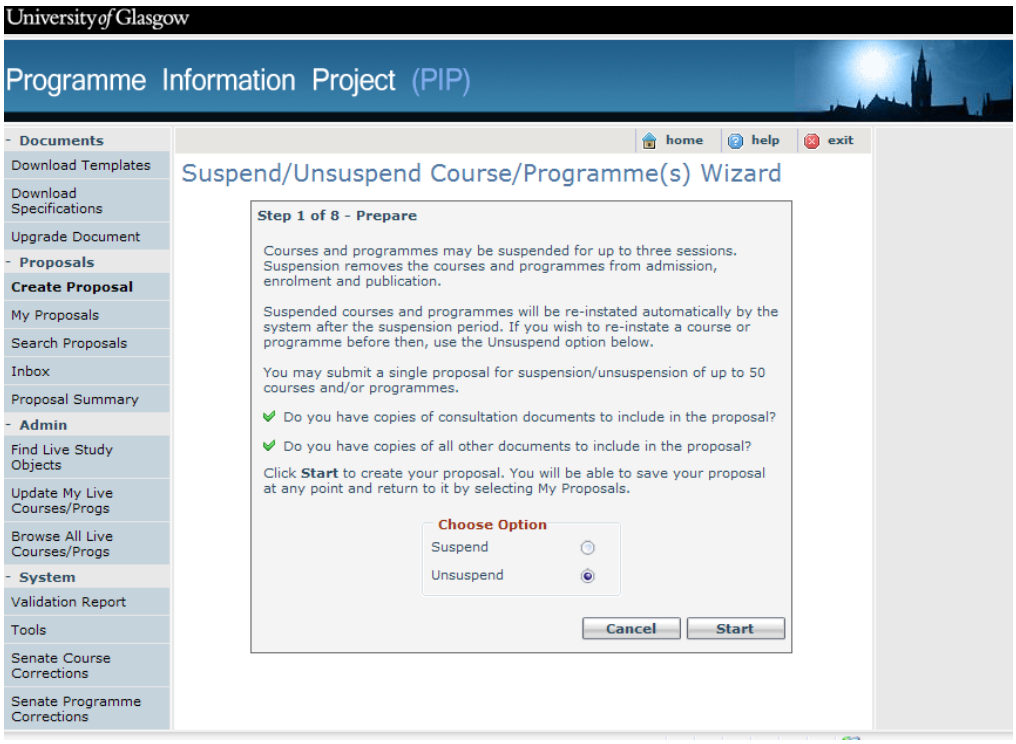
Un-Suspending Courses and/or Programmes

The unsuspend facility allows you to unsuspend a course or programme when the period of suspension has changed.

Do I have to remember to unsuspend my courses and programmes at the end of the suspension period?

No, once you have suspended a course or programme for a given period, the system will unsuspend the course or programme automatically at the end of the period***. You do not have to unsuspend unless you want to shorten the period of suspension*** and re-introduce the course or programme earlier than previously indicated.

Step 1
Clicking on the *Suspend/Unsuspend Course/Programme(s)* option opens the *Suspend/Unsuspend Course/Programme(s) Wizard* Screen and begins taking you through the step by step process of creating a PIP proposal for either a suspension or an unsuspension. At the bottom of the screen you are given the option of choosing either Suspend or Unsuspend. The default is set to Suspend. Click on the Unsuspend radio button to select unsuspend. Once you have read the *Preparation* information click on the ***Start button*** to continue to the next step.


University of Glasgow
Programme Information Project (PIP)
home
help
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- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
Proposal Summary
- Admin
Find Live Study Objects
Update My Live Courses/Progs
Browse All Live Courses/Progs
- System
Validation Report
Tools
Senate Course Corrections
Senate Programme Corrections
Suspend/Unsuspend Course/Programme(s) Wizard
Step 1 of 8 - Prepare
Courses and programmes may be suspended for up to three sessions. Suspension removes the courses and programmes from admission, enrolment and publication.
Suspended courses and programmes will be re-instated automatically by the system after the suspension period. If you wish to re-instate a course or programme before then, use the Unsuspend option below.
You may submit a single proposal for suspension/unsuspension of up to 50 courses and/or programmes.
Do you have copies of consultation documents to include in the proposal?
Do you have copies of all other documents to include in the proposal?
Click Start to create your proposal. You will be able to save your proposal at any point and return to it by selecting My Proposals.
Choose Option
Suspend
Unsuspend
Cancel
Start

Step 2

Step 2 of the Suspend Course/Programme(s) Wizard invites you to search for the courses and/or programmes you wish to unsuspend.

You have the following search options and you must specify at least one:

- ***School*** – if you have more than one School, select the relevant one. A single proposal can only include courses and programmes from one School.
- ***Course/Programme Type*** drop down list – to choose which type of item you wish to unsuspend (Course or Programme or Both)
- ***Course/Programme Code*** – if you know the code of the course or programme you are looking for, you can enter it here.
- ***Course/Programme Title*** – you can enter key words from the course or programme title to search for a specific course or programme.
- ***Academic Session*** – you can enter the academic session this proposal applies to, e.g. 2008~09 (this will always be in *YYYY-YY* format). A single proposal can only include courses and programmes from one academic session.

Once you have entered your search criteria click on the ***Search*** **button**. This will bring back a list of courses or programmes for your School.

Buttons

- **Save & Exit** - You can exit from this proposal at anytime by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (to exit without saving the proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at anytime to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next*** **button** to proceed to the next step.

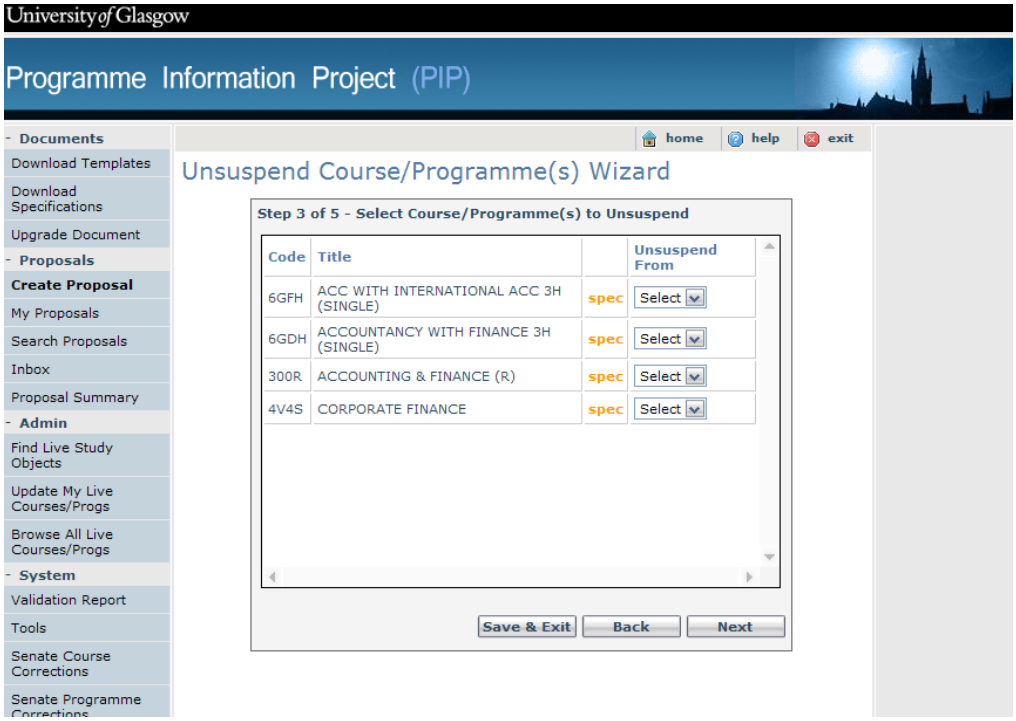
Click the ***Next*** **button** to display the results of your search.

Step 3

In Step 3, all the courses and programmes which match your search criteria are listed.

You should select the courses and/or programmes you wish to include in your unsuspend proposal by selecting an academic session from the dropdown boxes to the right of the courses and programmes listed. The academic sessions available on each dropdown will vary dependent on when the suspension is due to end. Choosing the current session will cause the suspension to be overturned immediately, once the proposal is approved. You can include up to 50 courses and/or programmes in a single proposal.

You can view the specification document of the course or programme by clicking on the '*spec*' link beside it.



Once you have selected all the courses and/or programmes to include in the proposal, click the ***Next* button** to move onto the next step in the wizard.

Step 4

Once you have uploaded all of the required documents into the proposal you need to enter a description for your proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. “Maths – unsuspension of 4 Honours components”.

You must also enter a Reason for the unsuspension. This will be used by the approvers to assess your proposal.

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next* button** which will take you to the final step of the wizard.

Step 5

This is the final step of the Unsuspend Course/Programme(s) Wizard and the last action required to submit the proposal into PIP.

You can use the ***Back* button** at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit* button** to save your proposal if you don’t wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval* button** to submit your proposal to the approval process.

Bulk Update Courses Guide

In This Section

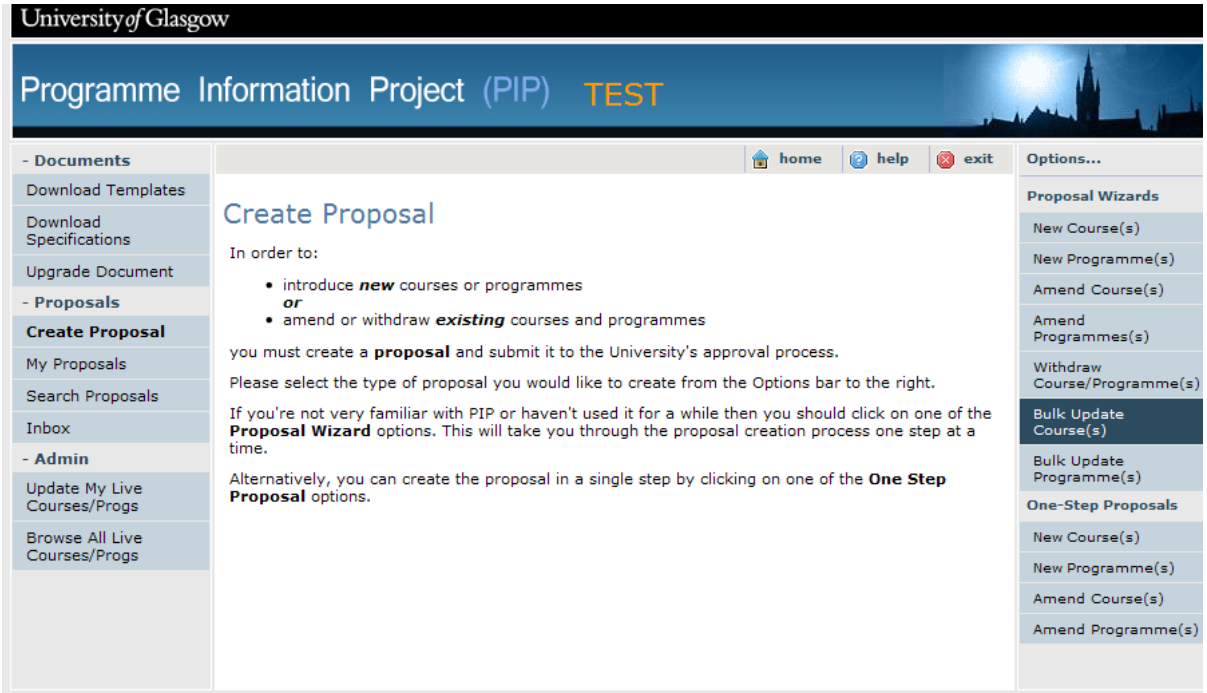
- How to easily make the same change to several courses at once.

To amend courses you must update the specification documents for the courses and submit the changes for approval via PIP. There are two ways to do this – by downloading and updating the specifications individually and creating a standard ***Amend Course(s)*** proposal (as described in the Amend Course Proposals Guide) ***or*** by bulk updating the course specifications using the ***Bulk Update Courses*** facility, as described in this guide.

Although you can include several courses in one standard ***Amend Course(s)*** proposal, usually there are different changes to be made to each course. If you wish to make the exact same changes to several courses, you can still create a standard ***Amend Course(s)*** proposal or optionally you can have the system update all the courses for you by using the ***Bulk Update Courses*** facility.

The ***Bulk Update Courses*** facility allows you to select several courses, identify which fields you want to change, indicate what change to make to each field and have the system apply the changes to each specification for you. The changed specifications are then submitted for approval as usual. The facility takes the form of a Wizard, accessed from the ***Create Proposal*** menu item in the main menu.

From the PIP Welcome Screen, click on the menu item ***Create Proposal*** on the left hand side of the screen. Once the ***Create Proposal*** screen appears, select ***Bulk Update Courses*** from the right-hand menu, as shown below, to start the Wizard.


University of Glasgow
Programme Information Project (PIP) TEST
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Create Proposal
In order to:
introduce new courses or programmes
or
amend or withdraw existing courses and programmes
you must create a proposal and submit it to the University's approval process.
Please select the type of proposal you would like to create from the Options bar to the right.
If you're not very familiar with PIP or haven't used it for a while then you should click on one of the Proposal Wizard options. This will take you through the proposal creation process one step at a time.
Alternatively, you can create the proposal in a single step by clicking on one of the One Step Proposal options.
Options...
Proposal Wizards
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programmes(s)
Withdraw Course/Programme(s)
Bulk Update Course(s)
Bulk Update Programme(s)
One-Step Proposals
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programme(s)

Bulk Update Courses - Wizard

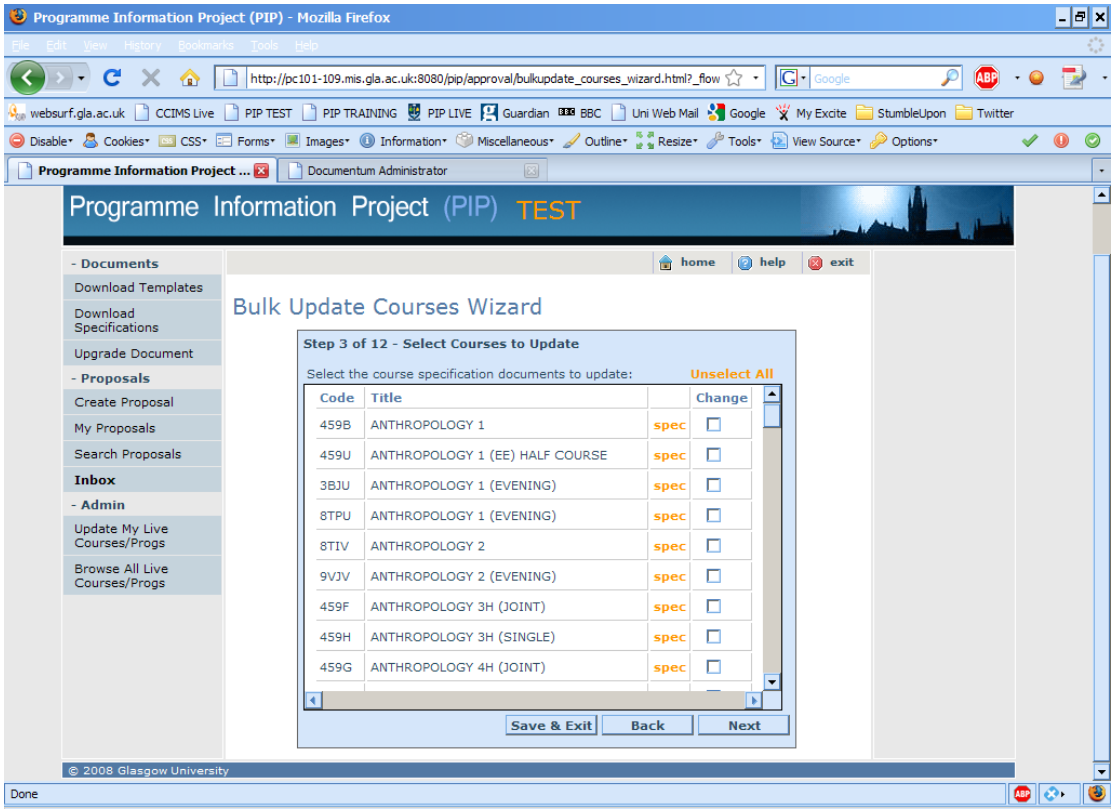
The Wizard guides you through the steps required to bulk update several courses, i.e. to make the same change(s) to several courses.

Step 1

The *Prepare* screen describes what you need to do before starting the proposal. Once you have read the information, click on the ***Start*** button to continue to the next step.

Steps 2 and 3

Step 2 asks you to search for the courses you want to change. You can only search for courses in your own School(s). Select the academic session to which the changes apply and the School and click Next to see the search results in Step 3, as shown below. Then click the box beside each course you wish to change and click Next again.



<u>Buttons</u>

- **<u>Save & Exit</u>** - You can exit from this proposal at anytime by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (will not save proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **<u>Back</u>** - The *Back* button takes you to the previous step, press the ***Back*** button at anytime to go back one step in the wizard.
- **<u>Next</u>** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next* button** to proceed to the next step.

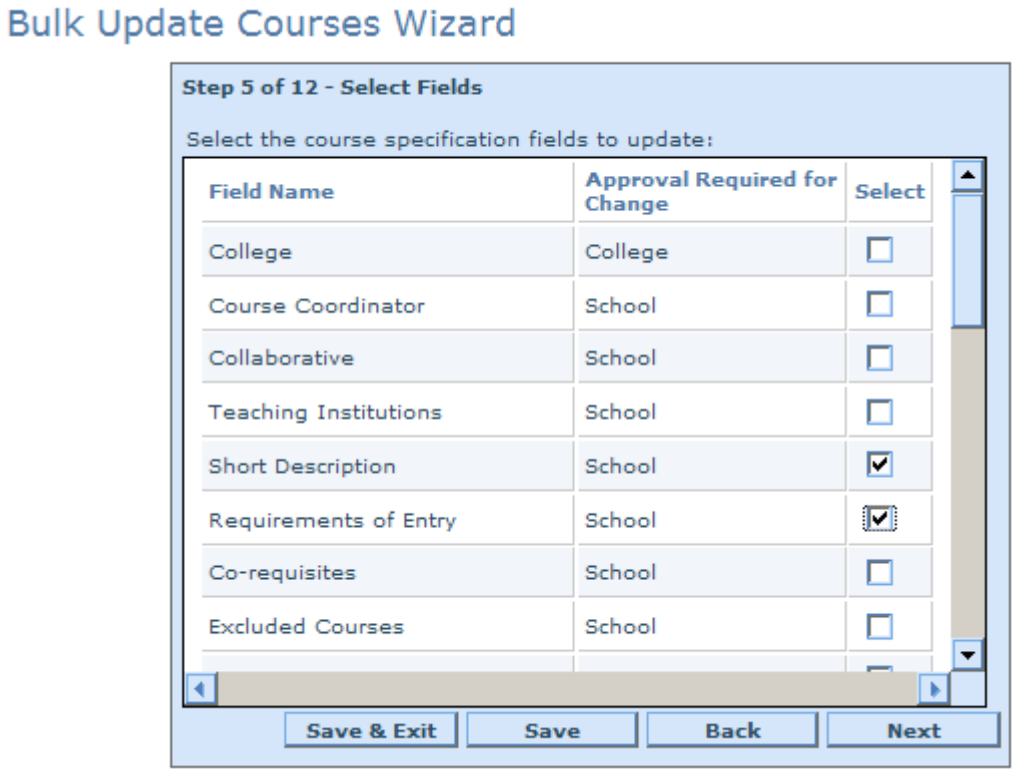
Step 4

Step 4 asks you to identify the type of change you are making to the existing course. The *Type of Change* field requires you to select the change type from the drop down list. The choice is *Academic Change* or *Correction* both of these are described on the page.

All changes for the current session will be processed as a *correction* to the course. There are restrictions on which fields can be changed in a course and which fields can change during the current session.

Step 5

In Step 5 you specify which fields you want to change. The fields in the specification document (which may be edited) are listed, as below. Tick the boxes beside all the fields you want to change.



Step 6

In Step 6, you specify what change should be made to each field you selected in Step 5. The fields are each listed with a **Find What** box and a **Replace With** box, as shown below. You must identify the text in the existing field which should be replaced and what new text should replace it.

You can replace **all or part** of the text in a text field.

To replace all of the current field text in all selected specifications, enter '*' in 'Find what', for example:

Find What = *** Replace With** = Two one-hour lectures a week in the first semester.

To replace all instances of a specific word or phase within a text field, enter the old and new text, for example:

Find What = 2014 **Replace With** = 2015

Note that the smallest replacement possible is at word level so parts of words are not replaced, e.g.

Find What = lecture **Replace With** = lab

will replace any instance of 'lecture' with 'lab' but will not replace 'lectures' with 'labs'.
Also, the replacement is case-sensitive, e.g.

Find What = lecture **Replace With** = lab

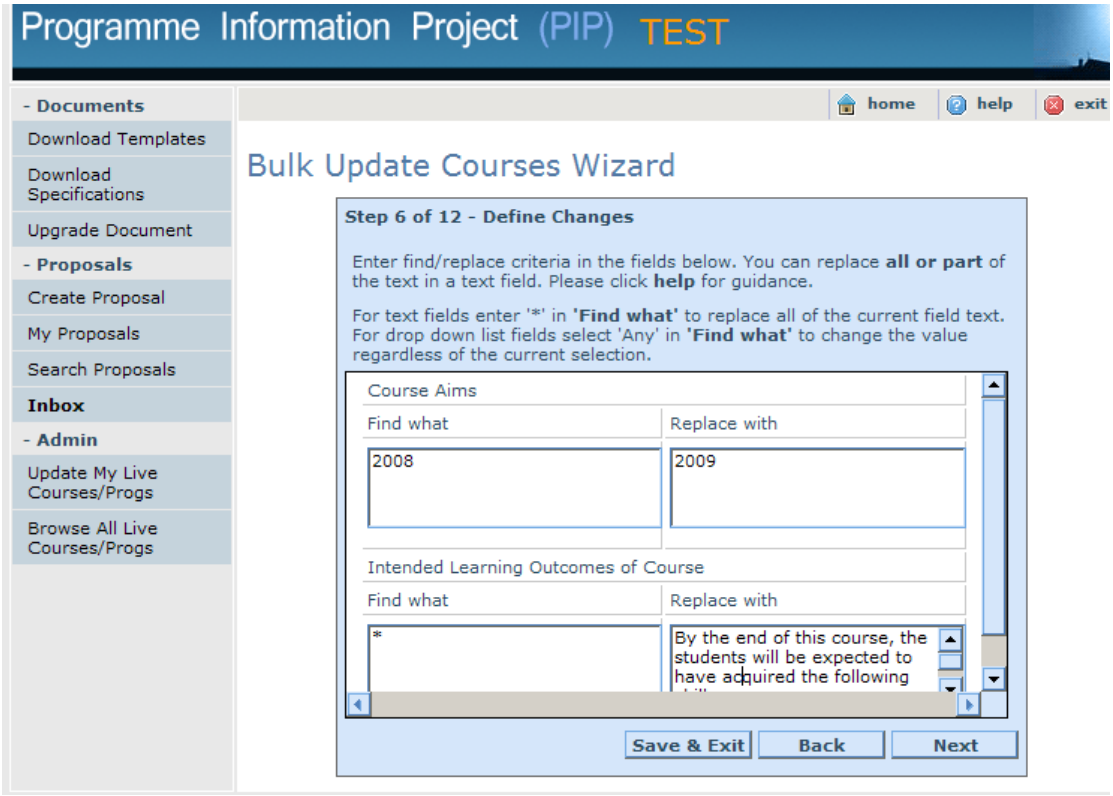
will replace any instance of 'lecture' with 'lab' but will not replace 'Lecture' with 'Lab'.

To replace only specific values in a drop down list field, select the old and new values, for example:

Find What = April/May **Replace With** = December

To change the value in the drop down lists in all selected specifications regardless of the current selection, select 'Any' in 'Find what', for example:

Find What = Any **Replace With** = December


Programme Information Project (PIP) TEST
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Bulk Update Courses Wizard
Step 6 of 12 - Define Changes
Enter find/replace criteria in the fields below. You can replace all or part of the text in a text field. Please click help for guidance.
For text fields enter '*' in 'Find what' to replace all of the current field text. For drop down list fields select 'Any' in 'Find what' to change the value regardless of the current selection.
Course Aims
Find what
Replace with
2008
2009
Intended Learning Outcomes of Course
Find what
Replace with
*
By the end of this course, the students will be expected to have acquired the following
Save & Exit
Back
Next

Once you click Next on this screen, the system will check that the changes you are suggesting are valid. If there are validation errors, they will appear on screen and you will not be able to proceed until you resolve the problems. In order to proceed, you will need to either:

- change the definition of the changes **or**
- change the fields included in your proposal **or**
- change the courses included in your proposal

Use the Back buttons to go back and change these if necessary.

Step 7

Step 7 of the Wizard invites you to upload the Course Support document to be included with the documentation.

Each proposal requires a **single** Course Support document to be included with the documentation. Please see the Download guide for instructions on how to download a Course Support Document template.

Click on the ***Upload*** button to select the Course Support document you have prepared for this proposal. This will display a *"Choose file"* pop-up screen, as shown below. Select the document then click on the ***Open*** button. The document is uploaded into the PIP wizard. The Course Support document will be validated at this stage. Click ***Next*** to proceed with the proposal.

Step 8

Step 8 asks you to upload any consultation documents which endorse the proposal of the amended course. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a Course Support document. The content of the consultation documents is not validated however the files are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** button to progress to the next step.

Step 9

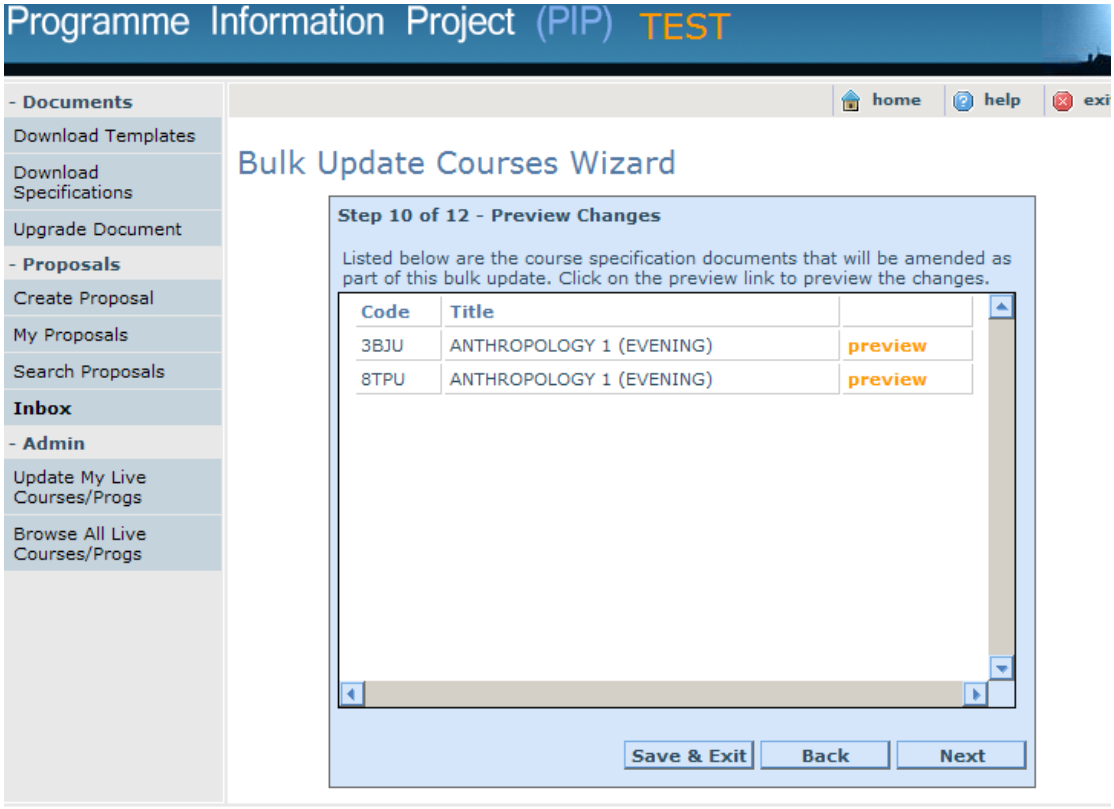
This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the approval of this course(s) upload the files at this stage.

To upload your other documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a Course Support document. Again the content of these documents is not validated however they are checked to ensure they are NOT specification files or support documents.

Click on the ***Next*** button to progress to the next step.

Step 10

Step 10 allows you to preview the changes the system has applied to the specifications. Click on the 'preview' link beside a course to see the specification document with the changes applied. This allows you to check the changes. Return to the previous steps using the Back button to re-specify the changes if they are not as you wish.



Step 11

Once you have uploaded all of the required documents into the proposal, you need to insert a description for your proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. “Economics – changes to Honours components”.

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next*** button which will take you to the final step of the wizard.

Step 12

This is the final step of the Wizard and the last action required to submit the proposal into PIP.

You can use the ***Back*** button at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit*** button to save your proposal if you don’t wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval*** button to submit your proposal to the approval process.

Bulk Update Programmes Guide

In This Section

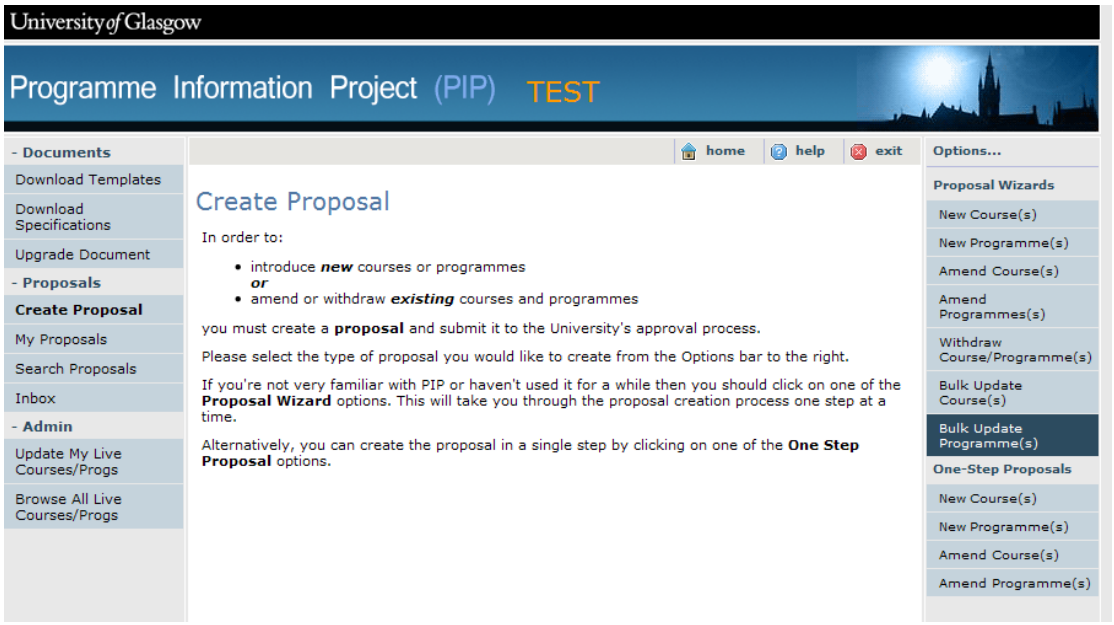
- How to easily make the same change to several programmes at once.

To amend programmes you must update the specification documents for the programmes and submit the changes for approval via PIP. There are two ways to do this – by downloading and updating the specifications individually and creating a standard ***Amend Programme(s)*** proposal (as described in the Amend Programme Proposals Guide) ***or*** by bulk updating the programme specifications using the ***Bulk Update Programmes*** facility, as described in this guide.

Although you can include several programmes in one standard ***Amend Programme(s)*** proposal, usually there are different changes to be made to each programme. If you wish to make the exact same changes to several programmes, you can still create a standard ***Amend Programme(s)*** proposal or optionally you can have the system update all the programmes for you by using the ***Bulk Update Programmes*** facility.

The ***Bulk Update Programmes*** facility allows you to select several programmes, identify which fields you want to change, indicate what change to make to each field and have the system apply the changes to each specification for you. The changed specifications are then submitted for approval as usual. The facility takes the form of a Wizard, accessed from the ***Create Proposal*** menu item in the main menu.

From the PIP Welcome Screen, click on the menu item ***Create Proposal*** on the left hand side of the screen. Once the ***Create Proposal*** screen appears, select ***Bulk Update Programmes*** from the right-hand menu, as shown below, to start the Wizard.


University of Glasgow
Programme Information Project (PIP) TEST
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Create Proposal
In order to:
introduce new courses or programmes
or
amend or withdraw existing courses and programmes
you must create a proposal and submit it to the University's approval process.
Please select the type of proposal you would like to create from the Options bar to the right.
If you're not very familiar with PIP or haven't used it for a while then you should click on one of the Proposal Wizard options. This will take you through the proposal creation process one step at a time.
Alternatively, you can create the proposal in a single step by clicking on one of the One Step Proposal options.
Options...
Proposal Wizards
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programmes(s)
Withdraw Course/Programme(s)
Bulk Update Course(s)
Bulk Update Programme(s)
One-Step Proposals
New Course(s)
New Programme(s)
Amend Course(s)
Amend Programme(s)

Bulk Update Programmes - Wizard

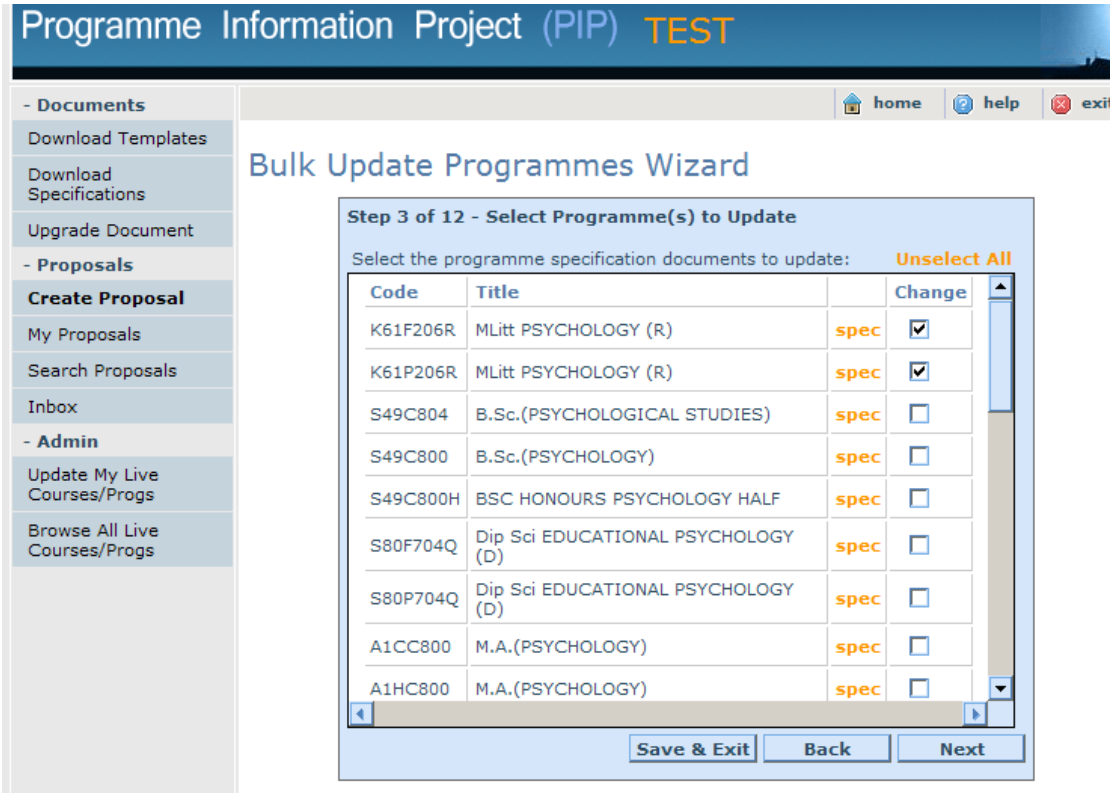
The Wizard guides you through the steps required to bulk update several programmes, i.e. to make the same change(s) to several programmes.

Step 1

The *Prepare* screen describes what you need to do before starting the proposal. Once you have read the information, click on the ***Start*** button to continue to the next step.

Steps 2 and 3

Step 2 asks you to search for the programmes you want to change. You can only search for programmes in your own School(s). Select the academic session to which the changes apply and the School and click Next to see the search results in Step 3, as shown below. Then click the box beside each programme you wish to change and click Next again.



Buttons

- **Save & Exit** - You can exit from this proposal at any time by pressing the ***Save & Exit*** button at the bottom of the wizard or by pressing any other PIP menu option (will not save proposal). You can access any saved proposals via the *My Proposals* option, please see the Accessing Proposals guide for further instructions.
- **Back** - The *Back* button takes you to the previous step, press the ***Back*** button at any time to go back one step in the wizard.
- **Next** - The *Next* button will take you on to the next step in the wizard providing that the current step has been completed. Click on the ***Next* button** to proceed to the next step.

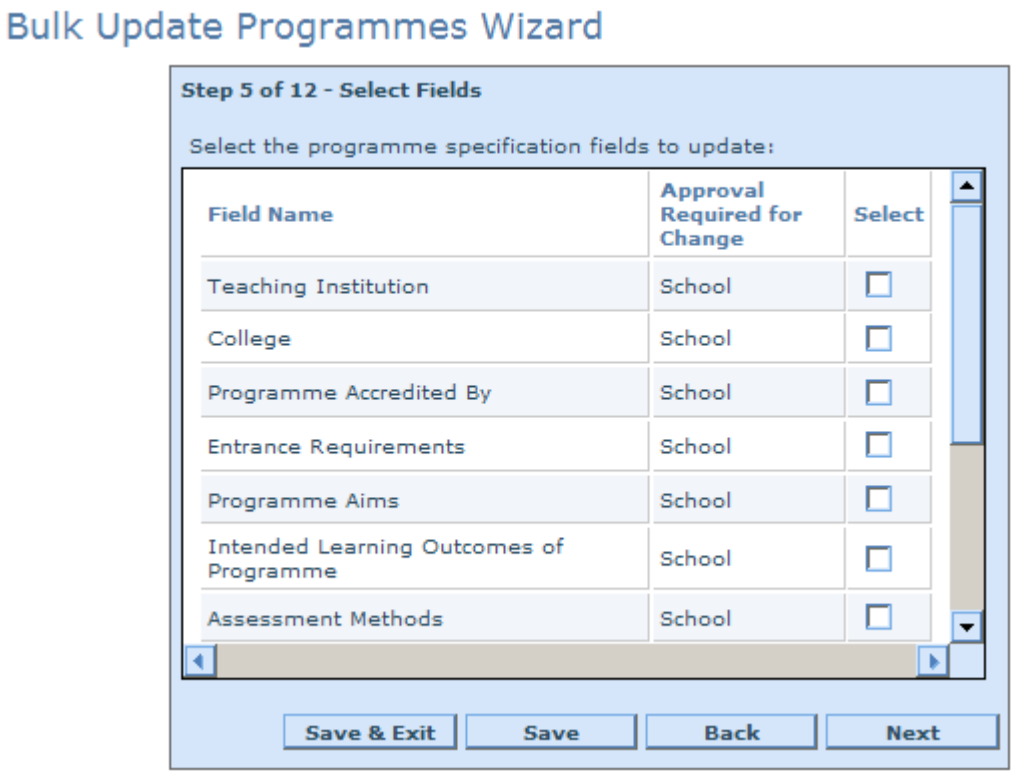
Step 4

Step 4 asks you to identify the type of change you are making to the existing programme. The *Type of Change* field requires you to select the change type from the drop down list. The choice is *Academic Change* or *Correction* both of these are described on the page.

All changes for the current session will be processed as a *correction* to the programme. There are restrictions on which fields can be changed in a programme and which fields can change during the current session.

Step 5

In Step 5 you specify which fields you want to change. The fields in the specification document (which may be edited) are listed, as below. Tick the boxes beside all the fields you want to change.



Step 6

In Step 6, you specify what change should be made to each field you selected in Step 5. The fields are each listed with a **Find What** box and a **Replace With** box, as shown below. You must identify the text in the existing field which should be replaced and what new text should replace it.

You can replace **all or part** of the text in a text field.

To replace all of the current field text in all selected specifications, enter '*' in 'Find what', for example:

Find What = *** Replace With** = See our website for further information.

To replace all instances of a specific word or phase within a text field, enter the old and new text, for example:

Find What = 2014 **Replace With** = 2015

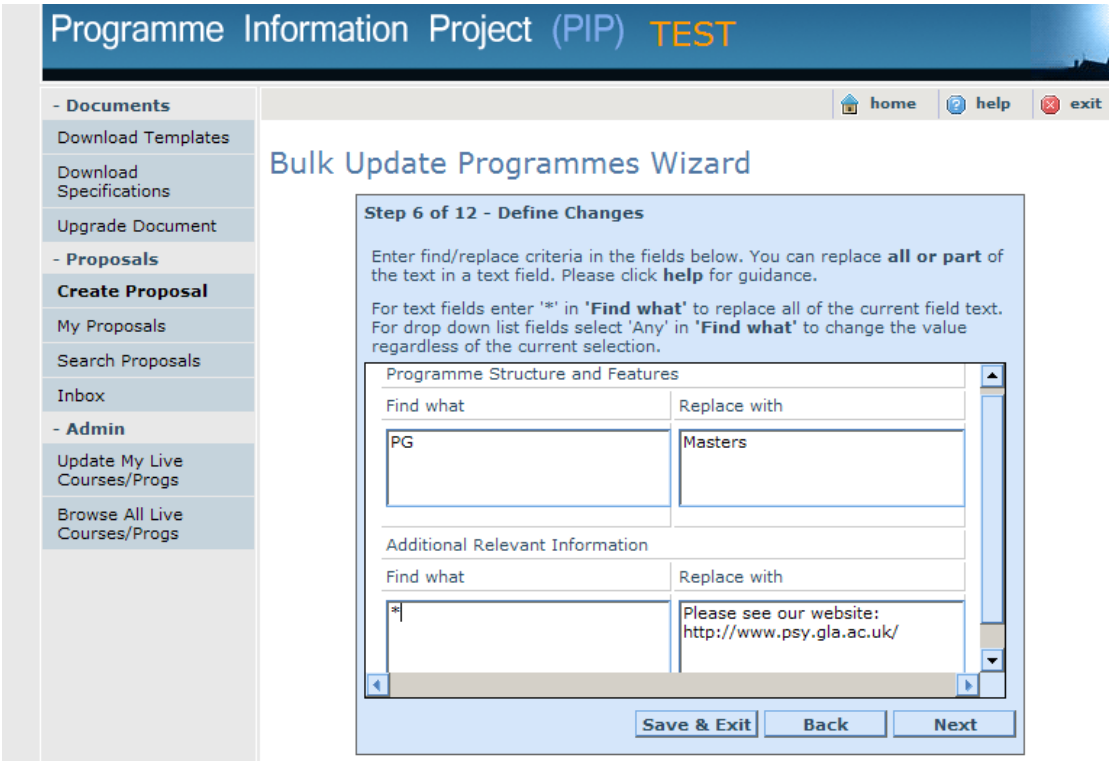
Note that the smallest replacement possible is at word level so parts of words are not replaced, e.g.

Find What = aim **Replace With** = outcome

will replace any instance of 'aim' with ' outcome ' but will not replace 'aims' with ' outcomes'. Also, the replacement is case-sensitive, e.g.

Find What = aim **Replace With** = outcome
will replace any instance of 'aim' with 'outcome ' but will not replace 'Aim' with 'Outcome '.

To replace only specific values in a drop down list field, select the old and new values, for example:
Find What = Part Time **Replace With** = Full Time
To change the value in the drop down lists in all selected specifications regardless of the current selection, select 'Any' in 'Find what', for example:
Find What = Any **Replace With** = Full Time


Programme Information Project (PIP) TEST
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Bulk Update Programmes Wizard
Step 6 of 12 - Define Changes
Enter find/replace criteria in the fields below. You can replace all or part of the text in a text field. Please click help for guidance.
For text fields enter '*' in 'Find what' to replace all of the current field text. For drop down list fields select 'Any' in 'Find what' to change the value regardless of the current selection.
Programme Structure and Features
Find what
Replace with
PG
Masters
Additional Relevant Information
Find what
Replace with
*
Please see our website: http://www.psy.gla.ac.uk/
Save & Exit
Back
Next

Once you click Next on this screen, the system will check that the changes you are suggesting are valid. If there are validation errors, they will appear on screen and you will not be able to proceed until you resolve the problems. In order to proceed, you will need to either:

- change the definition of the changes **or**
- change the fields included in your proposal **or**
- change the programmes included in your proposal

Use the Back buttons to go back and change these if necessary.

Step 7
Step 7 of the Wizard invites you to upload the Programme Support document to be included with the documentation.

Each proposal requires a **single** Programme Support document to be included with the documentation. Please see the Download guide for instructions on how to download a Programme Support Document template.

Click on the ***Upload*** button to select the Programme Support document you have prepared for this proposal. This will display a *"Choose file"* pop-up screen, as shown below. Select the document then click on the ***Open*** button. The document is uploaded into the PIP wizard.

The Programme Support document will be validated at this stage. Click ***Next*** to proceed with the proposal.

Step 8

Step 8 asks you to upload any consultation documents which endorse the proposal of the amended programme. The consultation documents may originate from any type of file for example you could save an email or a spreadsheet and upload it here as a consultation document. You may upload as many consultation documents as required.

To upload Consultation Documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a Programme Support document. The content of the consultation documents is not validated however the files are checked to ensure they are NOT specification files or support documents.

Once you have uploaded your Consultation Documents click on the ***Next*** button to progress to the next step.

Step 9

This screen allows you to upload other documents into your proposal. If you have any other documentation which is relevant to the approval of this programme(s) upload the files at this stage.

To upload your other documents click on the ***Upload*** button and follow the same "Choose File" instructions as uploading a Programme Support document. Again the content of these documents is not validated however they are checked to ensure they are NOT specification files or support documents.

Click on the ***Next*** button to progress to the next step.

Step 10

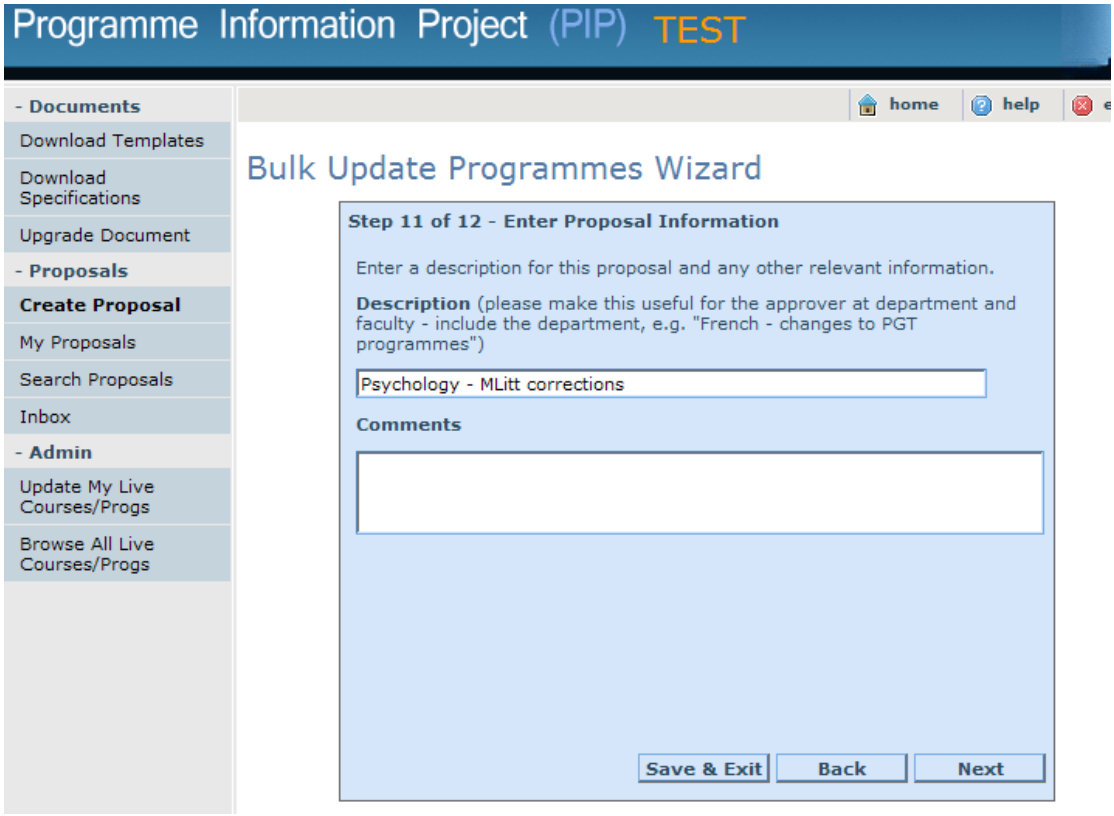
Step 10 allows you to preview the changes the system has applied to the specifications. Click on the 'preview' link beside a programme to see the specification document with the changes applied. This allows you to check the changes. Return to the previous steps using the Back button to re-specify the changes if they are not as you wish.

Step 11

Once you have uploaded all of the required documents into the proposal, you need to insert a description for your proposal. The description should provide a meaningful name for the proposal as this is passed through to several people in the approval process. Please include the School and level, e.g. "Economics – changes to Honours components".

This screen also allows you to enter comments which will to be attached to the proposal. All of the approvers using PIP will have access to read the comments however the comments are not considered as part of the approval information.

Once you have named your proposal and added any required comments you should click on the ***Next*** button which will take you to the final step of the wizard.



Step 12

This is the final step of the Wizard and the last action required to submit the proposal into PIP.

You can use the ***Back*** button at the bottom of the screen to revisit the files and information you have included in the proposal or you can click the ***Save & Exit*** button to save your proposal if you don't wish to submit it for approval at this time.

If you are satisfied with the files and information contained in your proposal then you should click on the ***Submit for Approval*** button to submit your proposal to the approval process.

Re-submitting a proposal after rejection

……

In This Section

- How to re-submit a proposal which has been returned to you.
- How to change documents before re-submission.

……

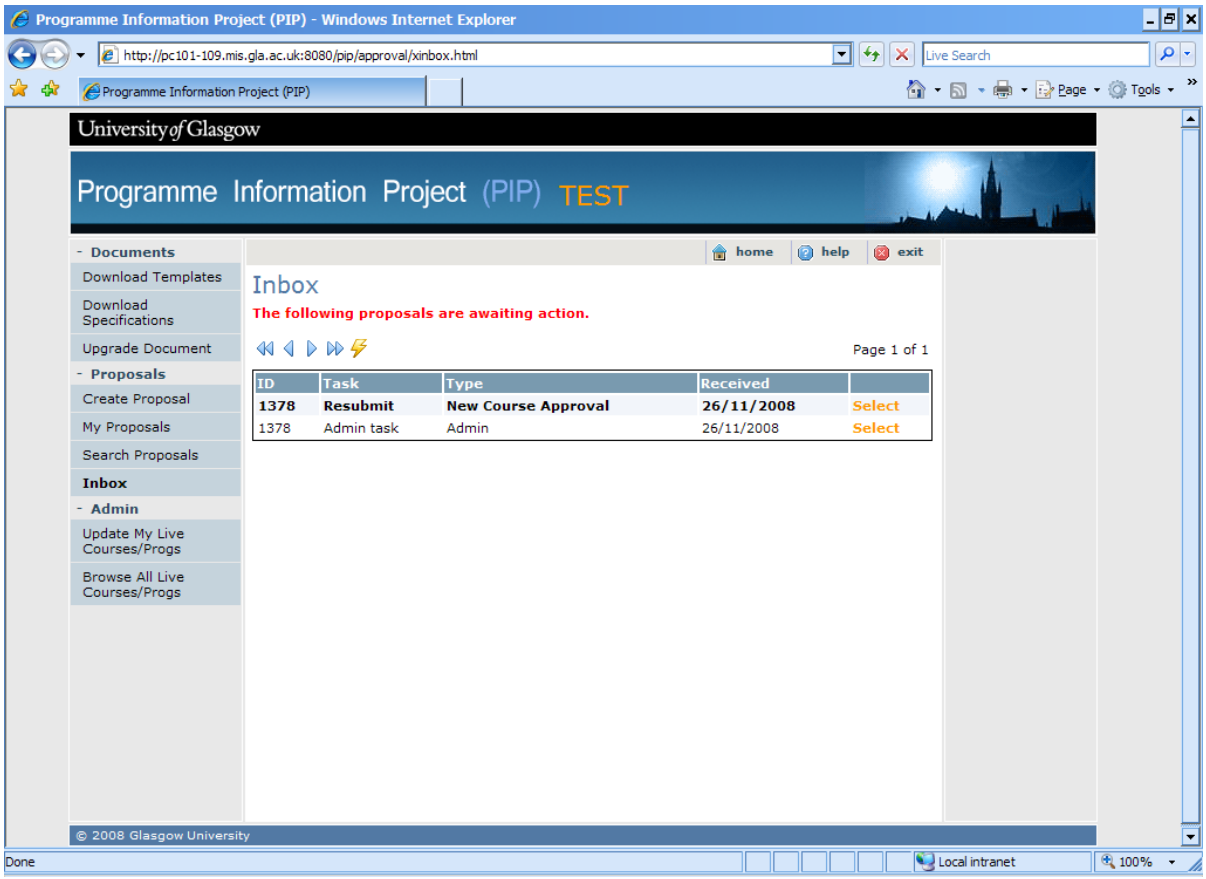
If your proposal needs to be amended before approval, it will be returned to you and you will need to change it and re-submit it.

Inbox

Once a proposal is created in PIP and submitted to the approval process you can retrieve the proposal from the ***My Proposal*** screen to view its status.

If, however, the proposal is sent back to you for amendments, you will need to use the ***Inbox*** to retrieve, amend and re-submit the proposal.

You will be notified by email if a proposal has been sent back to you for review. Clicking on the link in the email will take you into the **Inbox** list, as shown below. Alternatively, you can always access the Inbox via the **Inbox** menu item on the left hand side of the screen in PIP.



You will see an item in the ***Inbox*** list with the appropriate proposal ID and called '**Resubmit**'. Click on the '*Select*' link to the right of the item to open it.

Task screen

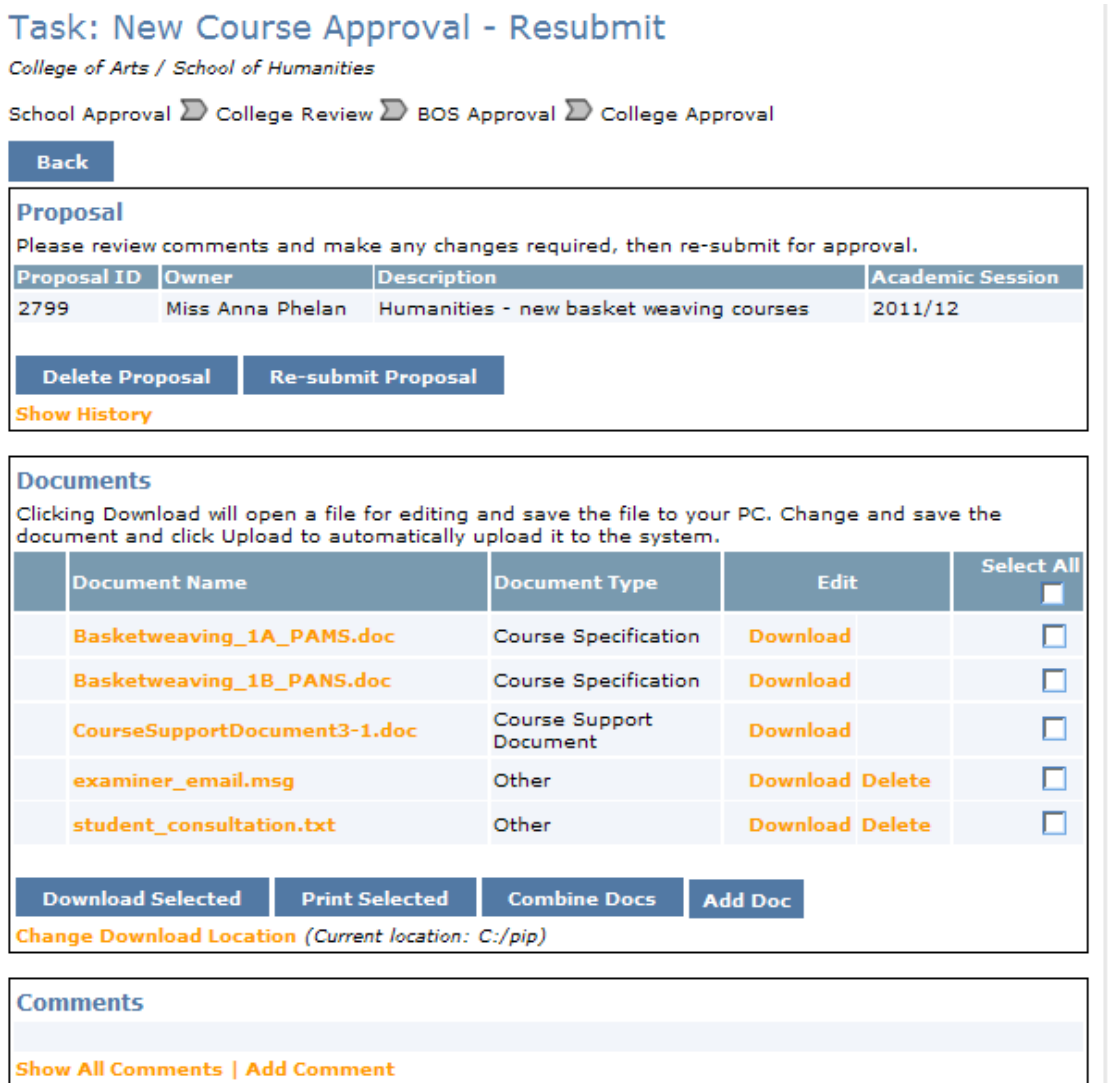
Once you have clicked on the *'Select'* link from the ***Inbox*** screen the ***Task*** screen will be displayed (see below) which shows the proposal information and the actions which you can complete on the proposal.

The heading at the top tells you what kind of proposal it is and what action needs to be taken. The status icons show the stages of the approval process which the proposal will go through.

Below the status icons, the proposal information is displayed (e.g. description). You can click on the *Show History* link to see a fuller history of the proposal.

Below the proposal information, the ***Delete Proposal*** and ***Re-submit Proposal*** **buttons** appear. Below the buttons, the list of documents included in the proposal appears.

Below the document list, the ***Combine Docs*** and ***Add Doc*** **buttons** appear and below them, the *Comments* section.



Buttons

- **Back to Inbox** - The *Back to Inbox* button takes you to the Inbox.

- **Delete Proposal** - The *Delete Proposal* button will **completely remove** the entire proposal and terminate the approval process. Only use this if you are sure you do not want to proceed with the proposal.
- **Re-submit Proposal** – Re-submits the proposal to the approval process after it has been returned for review. See below.
- **Combine Docs** – Combine the Word documents in the proposal into one larger document. See below.
- **Add Doc** – Add another document to the proposal.

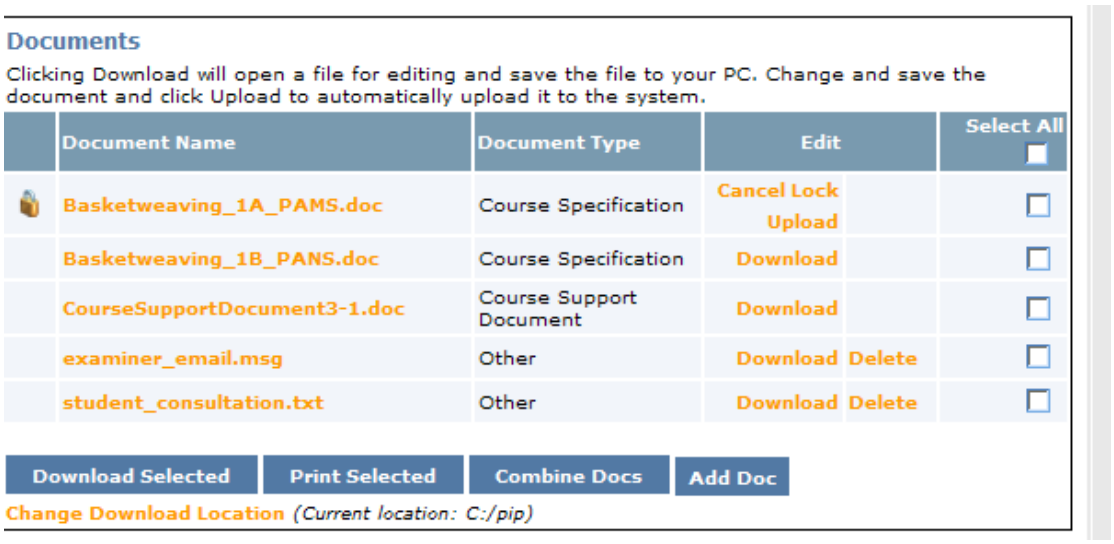
In order to re-submit a proposal, you need to update the documents and then click the **Re-submit Proposal** button.

Task screen – Updating Documents

To amend a document included in the proposal, you need to download it, change it and then upload the changed version to the system.

Click on the *Download* link to the right of the document you wish to change. The system will copy the document to your PC and open it.

Once you have downloaded the document, a *lock icon* will appear to the left of the document in the document list, as below, to indicate that you have the document locked for editing.



Amend the document and save your changes.

If you decide you no longer want to change the document, click on *Cancel Lock* link to the left of the document to cancel your download of the document.

Alternatively, if you want to go ahead with the changes you made to the document, click on the *Upload* link to the left of the document – this will automatically upload the new version to the system.

Once the new version of the document is uploaded, the lock icon will disappear.

***You must either cancel the lock or upload the document*.** Otherwise, the document remains locked by you and you will not be able to re-submit the proposal.

Task screen – Adding a Document

To add another document to the proposal, click on the ***Add Doc* button**. Navigate to the document you want to add and click Open. This adds the document to the proposal and it will appear in the document list on the Task screen.

Note that the document is always added as an "*Other*" document. Specifications and support documents cannot be added after the proposal has been submitted.

Task screen – Deleting a Document

To delete a document from the proposal, click on the *Delete* link to the right of the document. This removes the document from the proposal and it will no longer appear in the document list on the Task screen.

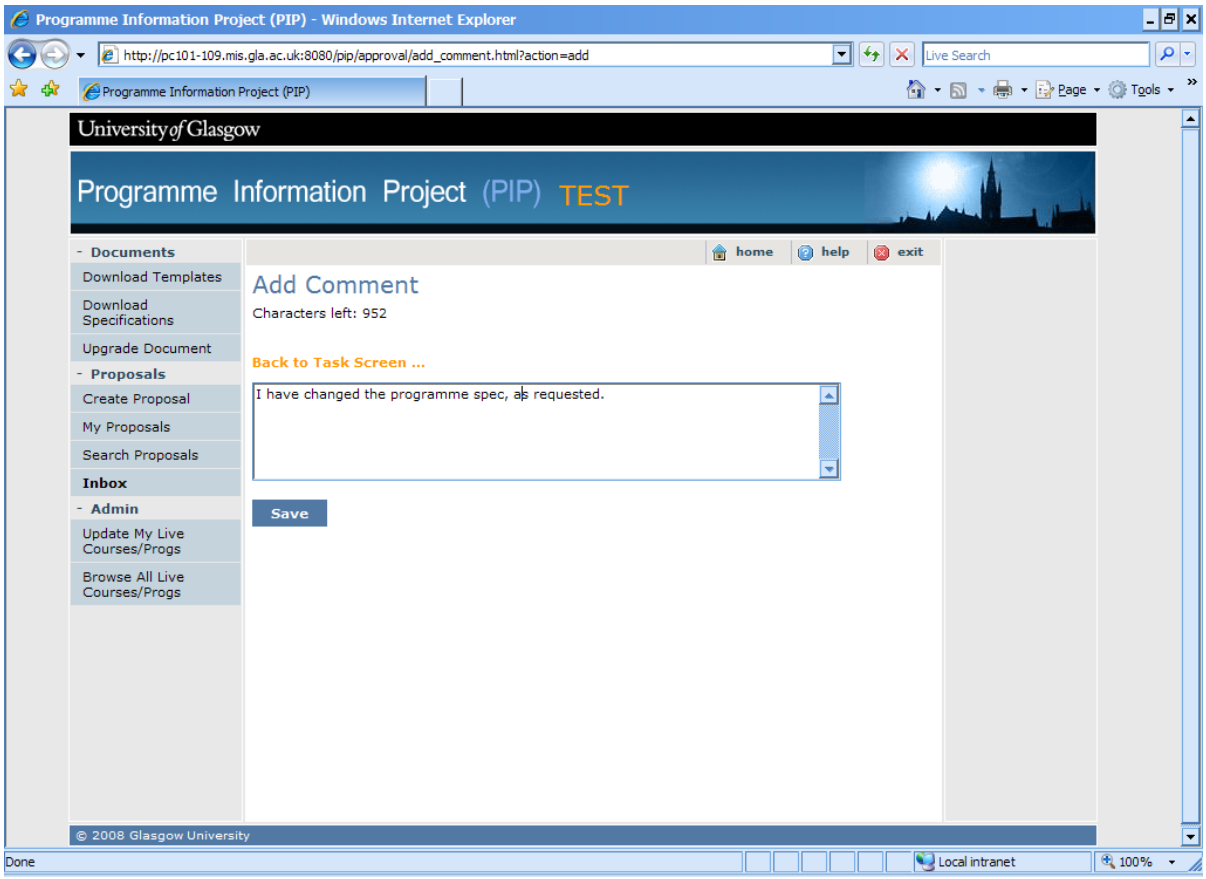
Note that specifications and support documents cannot be deleted after the proposal has been submitted.

Task screen – Proposal Comments

You can add comments to a proposal for the attention of the person approving the proposal via PIP. They should only be used as informal way of passing on messages during the approval process.

To see all the comments people have added to a proposal, click on the *Show All Comments* link on the ***Task*** screen. From there you can delete a comment by clicking on the *Delete* link beside he comment.

To add a comment, click on *Add Comment* on the ***Task*** screen. The ***Add Comments*** screen will appear, as below. Enter the comment and save.

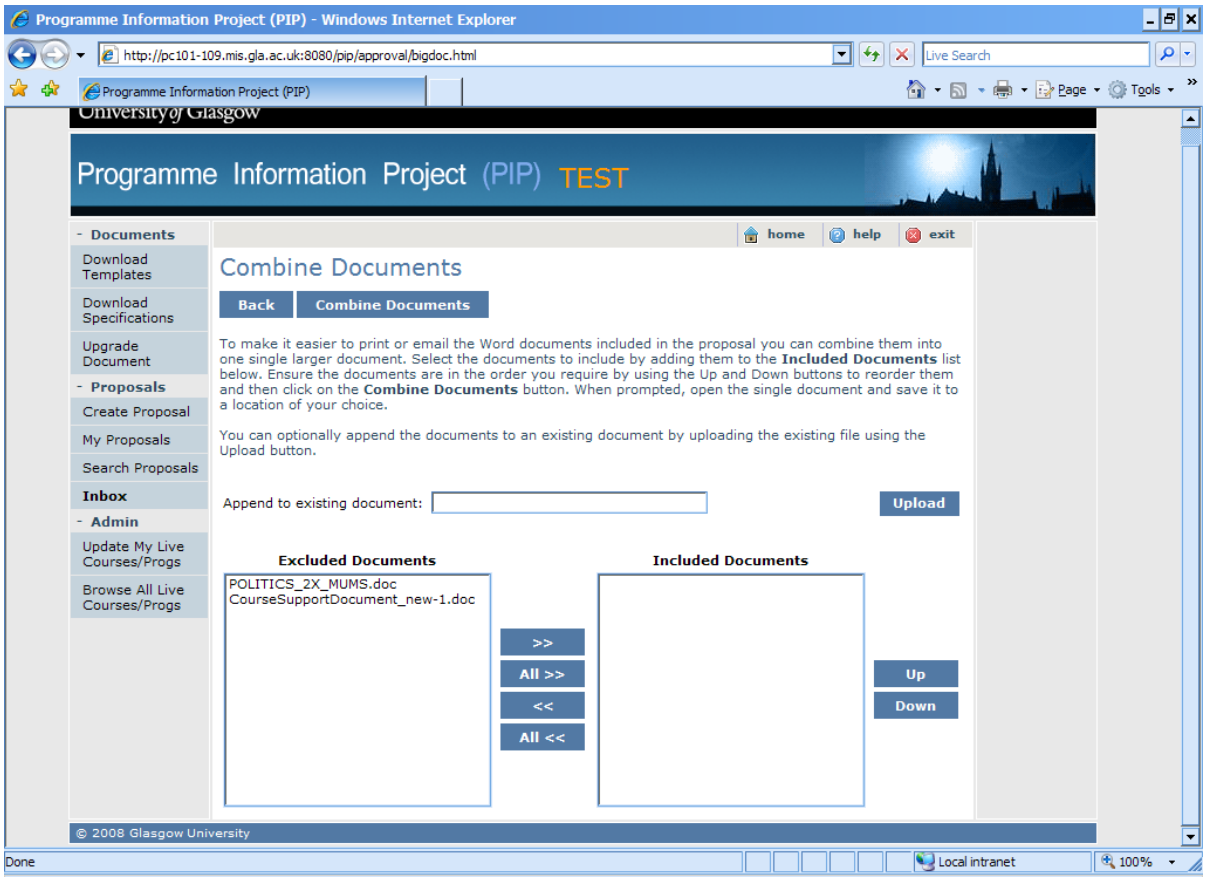


Task screen – Re-submitting the Proposal

Once you have made the required changes to the documents in the proposal or added documents, you can re-submit the proposal by clicking on the ***Re-submit Proposal*** **button**. This will forward your proposal for approval again.

Task screen – Combining Documents

Clicking on the ***Combine Documents*** **button** on the ***Task*** screen takes you to the ***Combine Documents*** screen (see below). This screen allows you to combine several proposal documents into one larger one. The purpose of this facility is to make it easier to print or email the documents, e.g. rather than having to open and print each document, you can combine them and then you only have to print one document.


Programme Information Project (PIP) - Windows Internet Explorer
http://pc101-109.mis.gla.ac.uk:8080/pip/approval/bigdoc.html
Programme Information Project (PIP)
University of Glasgow
Programme Information Project (PIP) TEST
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Combine Documents
Back
Combine Documents
To make it easier to print or email the Word documents included in the proposal you can combine them into one single larger document. Select the documents to include by adding them to the Included Documents list below. Ensure the documents are in the order you require by using the Up and Down buttons to reorder them and then click on the Combine Documents button. When prompted, open the single document and save it to a location of your choice.
You can optionally append the documents to an existing document by uploading the existing file using the Upload button.
Append to existing document:
Upload
Excluded Documents
POLITICS_2X_MUMS.doc
CourseSupportDocument_new-1.doc
Included Documents
>>
All >>
<<
All <<
Up
Down
© 2008 Glasgow University
Done
Local intranet
100%

The Word documents which are part of the proposal are listed in the *Excluded Documents* list. To include them in your new combined document, move them to the *Included Documents* list using the arrow buttons. *Only Word documents can be combined*. Ensure the documents are in the order you require by using the **Up** and **Down** buttons to reorder them.
When you are happy with the documents included and the ordering, click on the ***Combine Documents*** **button**. When prompted, open the single document and use **Save As...** to save it to a location of your choice**. It is important to open and save the document to a specific location rather than allowing the system to save to its default location which will not be easy to locate afterwards**. Once you have saved the combined document, you can then use the document as normal, emailing or printing it as required.

You can optionally append the documents to an existing document by uploading the existing file using the **Upload** button. This might be useful if you wish to combine documents for

several proposals in order to distribute them - you would combine the documents from the first proposal into one document then append the documents from the next proposal to that one.

Buttons

Back - The *Back* button takes you to the Inbox.
Combine Documents - Click the *Combine Documents* button to create a single document from the documents listed in the *Included Documents* list.

Accessing My Proposals

In This Section

- How to find proposals you have saved or submitted for approval.

You can retrieve information about proposal you have created at any time using the **My Proposals** option in the main menu.

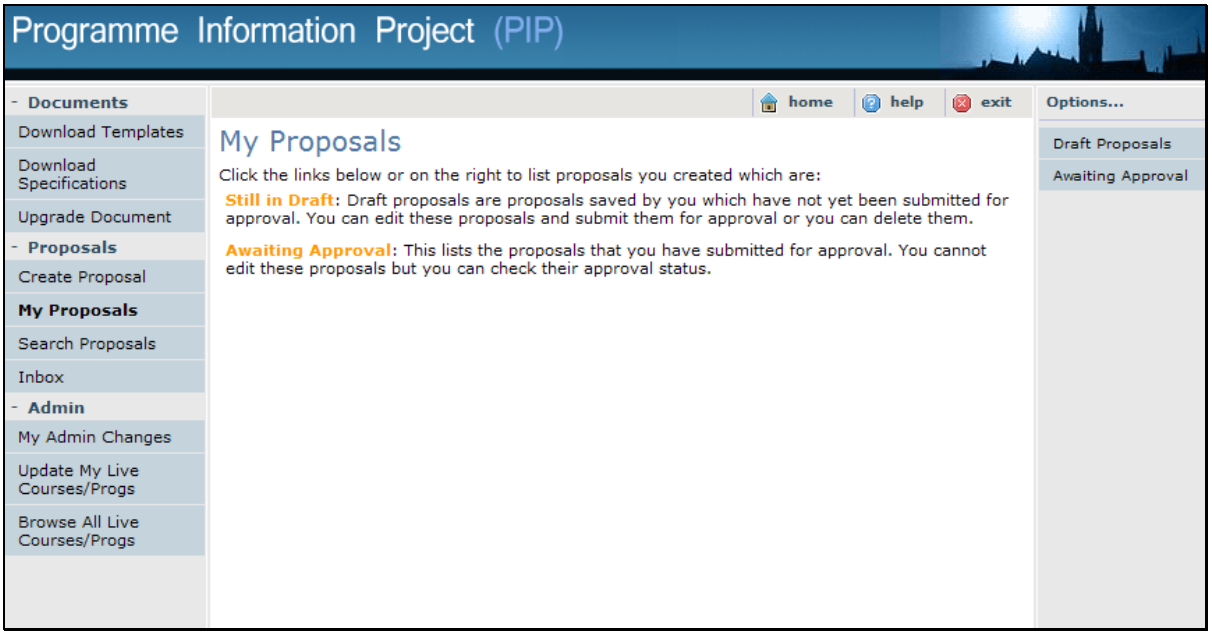
My Proposals

Once you have created a proposal in PIP and either saved it or submitted it to the approval process you can retrieve the proposal from the My Proposal screen shown below.

This screen allows you to view any proposal you created whether it is:
Still in Draft or
Awaiting Approval

To retrieve a proposal that you create and saved without submitting to the approval process you would select the ***Still in Draft*** option to take you in to the list of your draft proposals.

The ***Awaiting Approval*** option will retrieve a list of proposals which you submitted to the approval process. Click on the link to display the list.

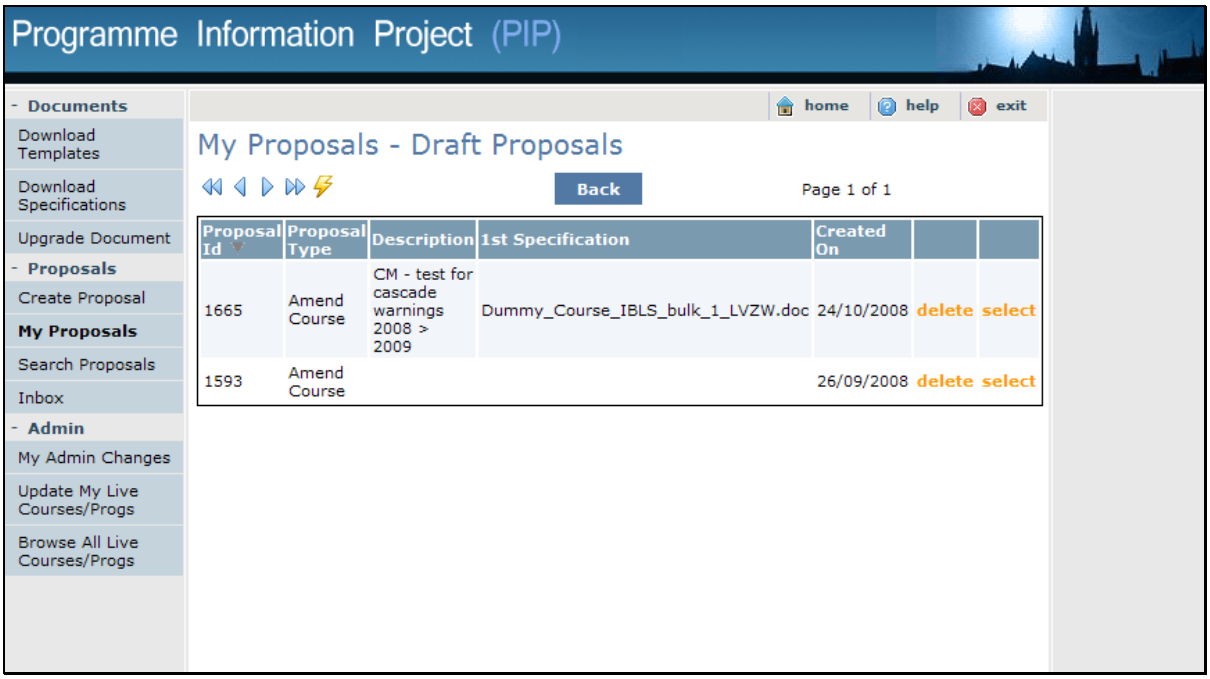

Programme Information Project (PIP)
- Documents
Download Templates
Download Specifications
Upgrade Document
- Proposals
Create Proposal
My Proposals
Search Proposals
Inbox
- Admin
My Admin Changes
Update My Live Courses/Progs
Browse All Live Courses/Progs
home
help
exit
Options...
Draft Proposals
Awaiting Approval
My Proposals
Click the links below or on the right to list proposals you created which are:
Still in Draft: Draft proposals are proposals saved by you which have not yet been submitted for approval. You can edit these proposals and submit them for approval or you can delete them.
Awaiting Approval: This lists the proposals that you have submitted for approval. You cannot edit these proposals but you can check their approval status.

My Proposals - Draft

Once you have clicked on the *Still in Draft* link from the *My Proposals* screen the Draft Proposals screen will be displayed which lists all the proposals you have created and saved but have not been submitted to the approval process.

To retrieve any proposal click on the ***select*** option adjacent to the proposal and this will open the draft proposal at the last step you completed. So if you open a New Course proposal which you left at step 4, this is where the draft proposal will open.

If you have decided that the draft proposal is no longer required, select the ***delete*** option which will delete the proposal from your draft listing, note; this will NOT affect any files relating to the proposal on your computer.

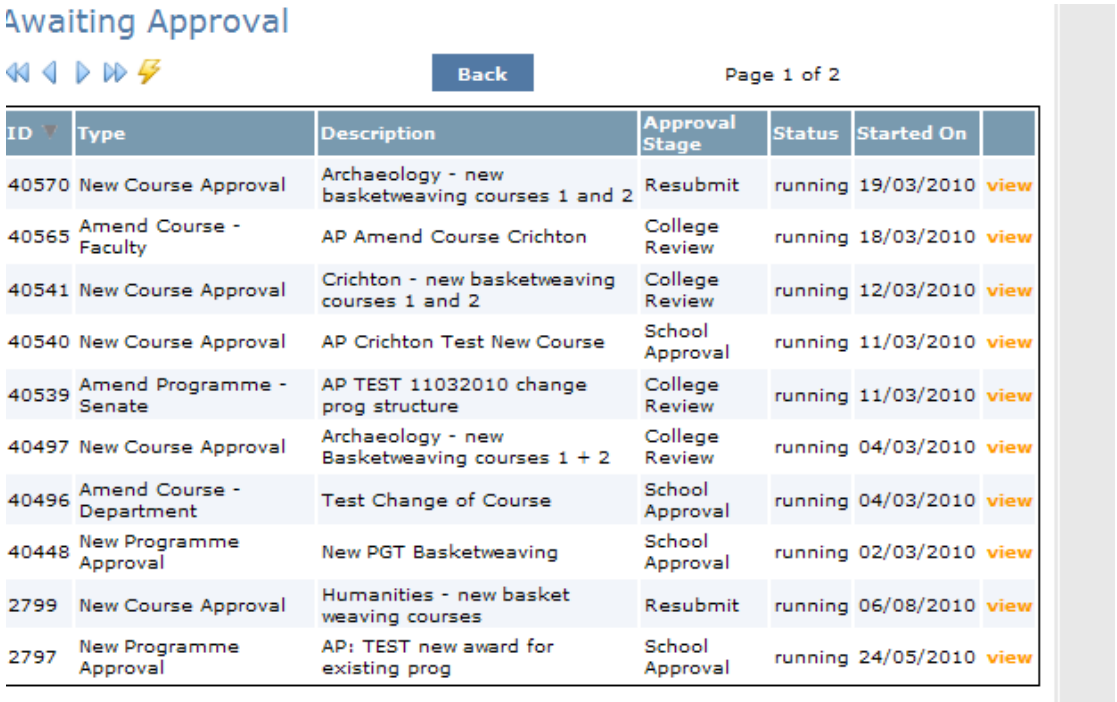


My Proposals – Awaiting Approval

To view the progress of any proposal you have submitted to the approval process you should select the ***Awaiting Approval*** link from the *My Proposals* screen.

The *Awaiting Approval* screen lists all of the proposals you have submitted which are in the process of being approved.

The table lists the Proposal ID, the description, start date, status and approval stage (who the proposal is with). To obtain further information on any of the proposals listed select the ***View*** option adjacent to the proposal and this will display the details.


Awaiting Approval
Back
Page 1 of 2
ID
Type
Description
Approval Stage
Status
Started On
40570 New Course Approval Archaeology - new basketweaving courses 1 and 2 Resubmit running 19/03/2010 view
40565 Amend Course - Faculty AP Amend Course Crichton College Review running 18/03/2010 view
40541 New Course Approval Crichton - new basketweaving courses 1 and 2 College Review running 12/03/2010 view
40540 New Course Approval AP Crichton Test New Course School Approval running 11/03/2010 view
40539 Amend Programme - Senate AP TEST 11032010 change prog structure College Review running 11/03/2010 view
40497 New Course Approval Archaeology - new Basketweaving courses 1 + 2 College Review running 04/03/2010 view
40496 Amend Course - Department Test Change of Course School Approval running 04/03/2010 view
40448 New Programme Approval New PGT Basketweaving School Approval running 02/03/2010 view
2799 New Course Approval Humanities - new basket weaving courses Resubmit running 06/08/2010 view
2797 New Programme Approval AP: TEST new award for existing prog School Approval running 24/05/2010 view

This screen lists further information about your proposal and displays links to the all of the documents submitted. You can view the proposal and the documents however you cannot edit or delete the proposal as this screen is for information purposes only, the proposal action is with someone else in the approval process.

Finding Proposals

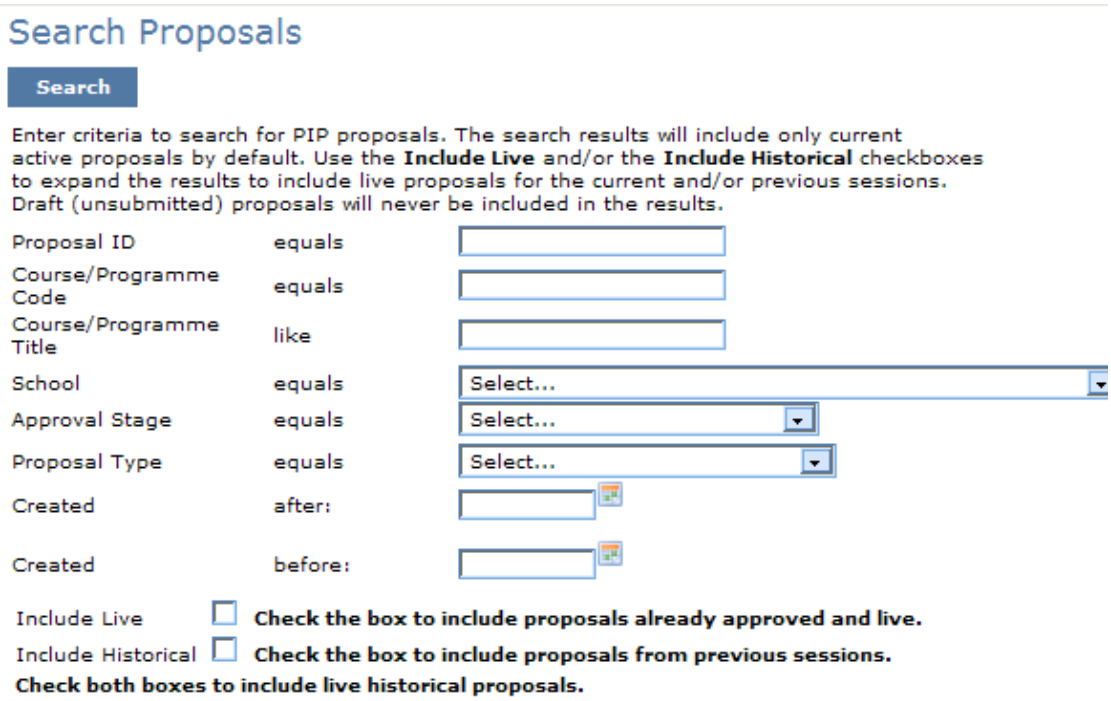
In This Section

- Searching for proposals
- Viewing the history of a proposal

Programme and Course approval involves proposing changes and having them approved via the system. You can retrieve proposal information from PIP at any time using the Search Proposal option in the main menu. To begin a search for proposals, click on the **Search Proposal** item on the menu on the left hand side of PIP.

Search Proposals

On the **Search Proposal** screen (shown below), you specify criteria to search for proposals which have been submitted to the system.


Search Proposals
Search
Enter criteria to search for PIP proposals. The search results will include only current active proposals by default. Use the Include Live and/or the Include Historical checkboxes to expand the results to include live proposals for the current and/or previous sessions. Draft (unsubmitted) proposals will never be included in the results.
Proposal ID equals
Course/Programme Code equals
Course/Programme Title like
School equals Select...
Approval Stage equals Select...
Proposal Type equals Select...
Created after:
Created before:
Include Live Check the box to include proposals already approved and live.
Include Historical Check the box to include proposals from previous sessions.
Check both boxes to include live historical proposals.

You must specify one or more of the following search options:

- ***Proposal ID –*** if you know the ID of a specific proposal you are looking for, you should search by this alone.
- ***Course/Programme Code*** – if you know the code of the course or programme you are looking for, you can enter it here.
- ***Course/Programme Title*** – you can enter key words from the course or programme title to search for a specific course or programme.
- ***School*** drop down list – a list of Schools you have permission to search on.
- ***Approval Stage*** drop-down list – to specify a particular proposal approval stage, e.g. 'Approved By School'.
- ***Proposal Type*** drop-down list – to specify a particular type of proposal, e.g. New Programmes.
- ***Created after*** – use the calendar to select a date after which the proposals you are looking for were created. Combine with ***Created before*** to specify a range of dates.
- ***Created before*** – use the calendar to select a date after which the proposals you are looking for were created. Combine with ***Created after*** to specify a range of dates.
- ***Include Live*** – check the box to include proposals already approved and live.
- ***Include Historical*** – check the box to include proposals from previous sessions.

The search results will include only current active proposals by default. Use the **Include Live** and/or the **Include Historical** checkboxes to expand the results to include live proposals for the current and/or previous sessions. Draft (that is, unsubmitted) proposals will never be included in the results.

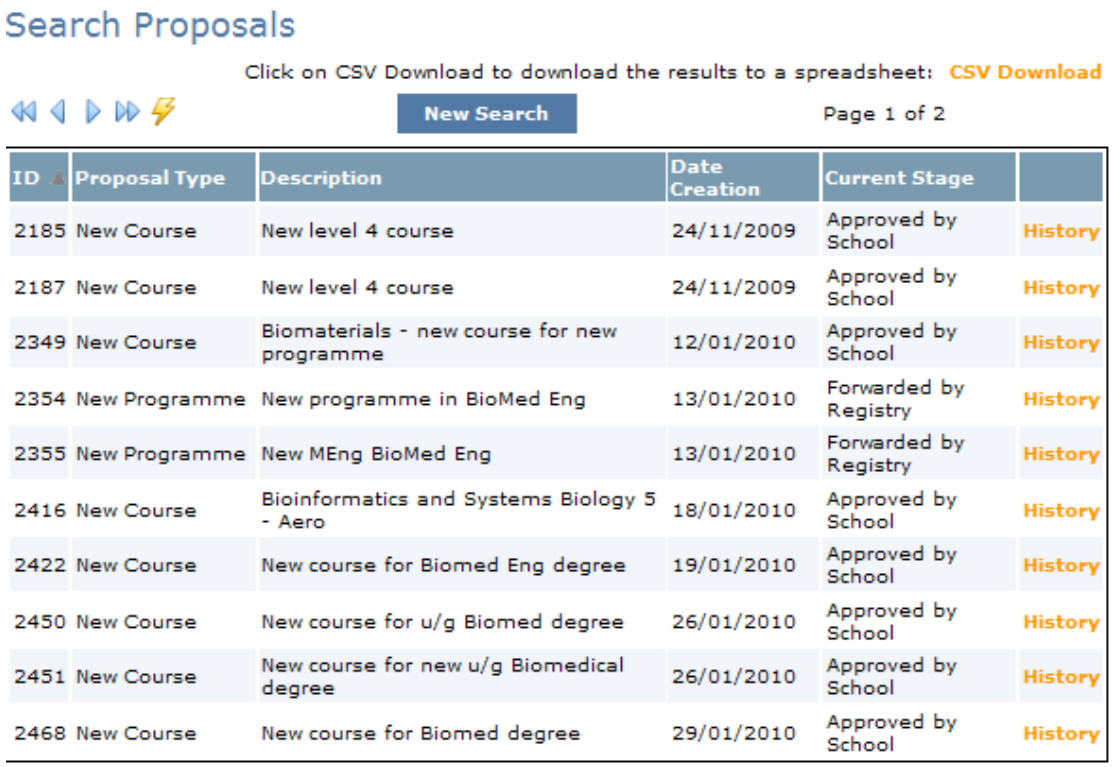
Search Proposals – Results List

Once you have clicked on the *Search Proposals* button from the *Search Proposals* screen, the results will be displayed, as below.

The results are ordered in ascending Proposal ID order. To change the ordering, click on the column headings. If there are several pages of results, use the navigation arrows to scroll through them.

To retrieve any proposal click on the ***History*** option adjacent to the proposal and this will open the proposal.

Click on ***CSV Download*** above the results to download the results to a spreadsheet.



Search Proposals

Click on CSV Download to download the results to a spreadsheet: CSV Download

New Search Page 1 of 2

ID	Proposal Type	Description	Date Creation	Current Stage	
2185	New Course	New level 4 course	24/11/2009	Approved by School	History
2187	New Course	New level 4 course	24/11/2009	Approved by School	History
2349	New Course	Biomaterials - new course for new programme	12/01/2010	Approved by School	History
2354	New Programme	New programme in BioMed Eng	13/01/2010	Forwarded by Registry	History
2355	New Programme	New MEng BioMed Eng	13/01/2010	Forwarded by Registry	History
2416	New Course	Bioinformatics and Systems Biology 5 - Aero	18/01/2010	Approved by School	History
2422	New Course	New course for Biomed Eng degree	19/01/2010	Approved by School	History
2450	New Course	New course for u/g Biomed degree	26/01/2010	Approved by School	History
2451	New Course	New course for new u/g Biomedical degree	26/01/2010	Approved by School	History
2468	New Course	New course for Biomed degree	29/01/2010	Approved by School	History

Search Proposals – Proposal History

Once you have selected *History* for a proposal the history screen is displayed.

This screen lists further information about your proposal and displays links to the all of the documents submitted. The actions which have been performed on the proposal are listed. The next expected action on the proposal is listed as ‘Pending’.

Appendix A: Approval Levels in PIP

When creating, amending or withdrawing courses and programmes in PIP, a certain level of approval is required to confirm the action taken. The level of approval required can be School, College or Senate and depends on what you are doing and when you are doing it. This document outlines the rules that determine the approval level.

Note that the levels of approval are cumulative so College approval requires School then College approval; and Senate approval requires School then College then Senate approval.

The table below shows the level of approval required for each type of proposal.

Proposal Type	Approval Level	When
New Course(s)	College	Always
New Programme (s)	Senate	Always
Amend Course(s)	School	Always
Amend Programme(s)	College	Always
Withdraw/Suspend Course(s)	School	Always
Withdraw/Suspend Programme(s)	College	Always

Appendix C: Document Validation in PIP

When you upload a document in PIP, checks are made to ensure that the document conforms to certain conditions. We call this process document validation. If any of these conditions are not met a message is displayed telling you what is wrong with the document. For example, in the New Course Wizard when prompted to upload a course specification, the system checks that what you are uploading is in fact a course specification document and not some other file.

The validation rules are not always simple and depend on what you are doing (e.g. uploading a specification for a new course has different rules to an amended programme) but we hope to cast some light on the subject in this user guide.

General Rules

1.1 Rules for all Specification and Support Documents

When working with a course specification, programme specification, course support or programme support document, certain rules always apply, regardless of any other factors. These are:

- The document must be an MS Word Document in .docx format.
- The document must have been created using one of the standard templates downloaded from the Download Templates screen ***or*** using an existing document that was originally created from one of these templates.
- The document must not have been created using an old version of one of the standard templates.
- On the Inbox task screen, specification and support documents cannot be deleted.
- On the Inbox task screen, new specifications and support documents cannot be added.
- On the Inbox task screen, a document can only be replaced by a document of the same type.
- On the Inbox task screen, the task cannot be forwarded if any documents are locked. (The document is locked when you click on “Download”.)

1.2 Rules for all Specification Documents

In addition to the previous rules, the following rules also apply to all course and programme specification documents:

- Single drop down list values like Academic Session must be selected i.e. they cannot be set to the default value “Select…”.
- College and Lead School must form a valid combination.
- All of the specification documents in a proposal must have the same Lead School.
- All of the specification documents in a proposal must have the same Academic Session.
- The Lead School must be set to (one of) your own School(s).
- Lead School and Academic Session cannot be changed during approval.
- You can’t amend or withdraw a specification document that is currently attached to an active proposal.

Specific Rules

Now we’ll look at each of the specification and support documents in turn to see what validation rules apply to what fields. ***Only the fields that are validated are listed.***

2.1. Course Specification Documents

Field Name	Validation Rules
Course Code	Can't be blank when amending a course.
Course Title	Can't be blank and must be no longer than 100 characters.
Short Title	Can't be blank and must be no longer than 30 characters.
Academic Session	Can't be blank.
Level	Can't be blank.
Credits	For new courses, can't be changed after the proposal is submitted for approval. Can't be changed as part of an Amend proposal. Credits maximum value is 180. Open Studies can input any value up to and including this. All other Schools are restricted to values in the University's Code of Assessment.
Independent Work	Can't be blank.
Subject	Can't be blank.
Location	Can't be blank.
College	Can't be blank.
Lead School/Institute	Can't be blank.
Cost Centre	Can't be blank.
Collaborative	Can't be blank.
Teaching Institutions	Can't be blank if "Collaborative" field is "Yes". This validation is not applied on bulk update.
Short Description	Can't be blank.
Requirements Of Entry	Can't be blank.
Associated programmes	Can't be blank.
Typically Offered	Can't be blank.
Timetable	Can't be blank.
Minimum Requirement for Award of Credits	Can't be blank.
Available to Visiting Students	Can't be blank.
Available to Erasmus students	Can't be blank.
Taught whollu by distance learning	Can't be blank.
Open Studies Credit Bearing	Can't be blank.
Represents a work placement or period of study abroad	Can't be blank.
Course Aims	Can't be blank.
Intended Learning Outcomes of Course	Can't be blank.
Learning and Teaching Methods (Table)	At least one row must be entered unless credits = zero. This validation is not applied on bulk update.
Summative Assessment Methods (Text)	Can't be blank.
Summative Assessment Methods (Table)	At least one row must be entered. This validation is not applied on bulk update.
Reassessment opportunities	Can't be blank.
Formative Assessment	Can't be blank.

Grading Basis	Can't be blank.
Examination Diet	Can't be blank.
Total Exam Duration	Can't be blank.
Non-Standard Rationale	If Standard duration is NO then this can't be blank.
Intended Student Numbers—Max:	Must be a number greater than or equal to the "Intended Student Numbers—Target". This validation is not applied on bulk update.
Intended Student Numbers—Min:	Must be a number greater than 0. This validation is not applied on bulk update.
Intended Student Numbers—Target:	Must be a number greater than or equal to the "Intended Student Numbers—Min". This validation is not applied on bulk update.

2.2 Course Support Document

Field Name	Validation Rules
A2. Rationale	Can't be blank.
A3. Additional Resources	Can't be blank.
If extra resources are required, please indicate the name of the budget controller.	If the extra resources check box is checked, this field should not be blank.
Please check the box, to confirm that there has been consideration of equal opportunity…	Must be checked.
B1. Is the proposal in accordance with the current University guidelines (http://senate.gla.ac.uk/qa/approval/index.html)?	An answer is required on BOS approval.
B2. Is the proposal clear and consistent?	An answer is required on BOS approval.
B3. Is the proposal compliant with the Scottish Credit and Qualifications Framework?	An answer is required on BOS approval.
B4. Are notional learning hours and assessment methods appropriate to the level of, and number of credits assigned to, the course(s)?	An answer is required on BOS approval.
B5. Are examination durations consistent with Senate prescriptions set out in the Code of Assessment?	An answer is required on BOS approval.
B6. Are Intended Learning Outcomes written according to the guidelines?	An answer is required on BOS approval.
B7. Is there adequate provision for, and monitoring of, the external supervision of project work, work placement, etc., where this is an integral part of the course(s)?	An answer is required on BOS approval.
B8. Has the Head of the School approved any opt-outs for coursework reassessment?	A value is required on BOS approval.
B9. Have all required consultations taken place	A value is required on BOS approval.
B10. Is there evidence that any issues raised have been satisfactorily addressed?	A value is required on BOS approval.
B12. Date of Board of Studies / Higher Degrees Committee Approval:	A value is required on BOS approval.
B13. Name of Convenor of above:	A value is required on BOS approval.

2.3 Programme Specification Documents

Field Name	Validation Rules
Programme Title	Can't be blank and must be no longer than 150 characters.
UCAS Code	For new programmes, this can't be changed once the programme code is assigned by Registry. Can't be changed as part of an Amend proposal.
Programme Code	Can't be blank when amending a programme.
Attendance Type	Can't be blank.
SCQF Level	Can't be changed once the programme code is assigned by Registry.
Credits	If SCQF = 12 then credits can be zero, otherwise: Must be a number greater than the minimum specified for the SCQF Level i.e. SCQF 7: min = 120 SCQF 8: min = 240 SCQF 9: min = 60 SCQF 10: min = 240 SCQF 11: min = 60 This validation is not applied on bulk update.
Collaborative	Can't be blank.
Awarding Institution(s)	Can't be blank.
College	Can't be blank.
School/Institute	Can't be blank.
Location(s)	Can't be blank.
Language of instruction	Can't be blank.
Language of Assessment	Can't be blank.
Entrance Requirements	Can't be blank.
ATAS Certificate Requirement	Can't be blank.
Programme Aims	Can't be blank.
Intended Learning Outcomes of Programme	Can't be blank.
Assessment Methods	Can't be blank.
Learning and Teaching Approaches	Can't be blank.
Programme Structure and Features	Can't be blank.
Academic Session	Can't be blank.

2.4 Programme Support Documents

Field Name	Validation Rules
Title	Can't be blank.
Calendar Pg/Regulations	Can't be blank.
A2. Exit Awards	Can't be blank.
A4. Rationale	Can't be blank.
A6. Additional Resources	Can't be blank.
If extra resources are required, please indicate the name of the budget controller.	If the extra resources check box is checked, this field should not be blank.
Please check the box, to confirm that there has been consideration of equal opportunity…	Must be checked.
B1. Is the proposal in accordance with the current University guidelines (http://senate.gla.ac.uk/qa/approval/index.html)?	An answer is required on BOS approval.
B2. Is the proposal clear and consistent?	An answer is required on BOS approval.
B3. Is the proposal compliant with the Scottish Credit and Qualifications Framework?	An answer is required on BOS approval.
B4. Are notional learning hours and assessment methods appropriate to the level of, and number of credits assigned to, the course(s)?	An answer is required on BOS approval.
B5. Are Intended Learning Outcomes written according to the guidelines?	An answer is required on BOS approval.
B6. Is there adequate provision for, and monitoring of, the external supervision of project work, work placement, etc., where this is an integral part of the course(s)?	An answer is required on BOS approval.
B7. Have all required consultations taken place?	A value is required on BOS approval.
B8. Is there evidence that any issues raised by consultees have been satisfactorily addressed?	A value is required on BOS approval.
B9. Has the senate office approved any exceptions?	A value is required on BOS approval.
B11. Date of Board of Studies Approval:	A value is required on BOS approval.
B12. Name of Convenor of above:	A value is required on BOS approval.
C1. Date of College Approval:	A value is required on College approval.
C2. Name of Convenor of above:	A value is required on College approval.